



Please use this checklist to make sure that you have submitted ALL of the following required items to Congressman Stivers' Lancaster Office by the deadlines listed below.

- Complete and submit the *Application Request Form* by **Friday, September 23, 2016.**

All of the following items must be received by Congressman Stivers' Office by **Friday, October 21, 2016 at 5:00 p.m.**

- Completed *Nomination Application Form*
- Official Transcripts
- SAT/ACT Test Scores
- Photograph
- Three Letters of Recommendation
- Personal Essay

Please return all items to:

Office of Congressman Steve Stivers  
123 S. Broad Street, Suite 235  
Lancaster, Ohio 43130  
Attn: Academy Coordinator

If you have any questions, please contact the Academy Coordinator by phone at (740) 654-2654.