



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* (available online) by **Friday, September 18, 2020**. Once this has been submitted, the *Nomination Application* will be emailed to the student.

All of the following items must be received by Congressman Stivers' Office by **Friday, October 16, 2020 at 5:00 p.m.**

- Completed *Nomination Application*
- Official Transcripts
- SAT/ACT Test Scores (This can be sent in from the testing center or you may submit a printed copy of your test scores directly to the office.)
- Photograph
- Three Letters of Recommendation
- Personal Essay

Please return all items to:

Office of Congressman Steve Stivers  
Lancaster District Office  
104 E. Main Street  
Lancaster, Ohio 43130  
Attn: Academy Coordinator

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