

CHECKLIST OF REQUIRED ITEMS

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

☐ Complete and submit the *Application Request Form* (available online) by **Friday, September 19, 2025**. Once this has been submitted and received, the Nomination Application will be emailed to the student.

All of the following items must be received by Congressman Carey's Columbus Office by Friday, October 17, 2025 at 5:00 p.m.

☐ Completed Application Form

☐ 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 Mike Carey
Columbus District Office
140 E. Town Street, Suite 1200
Columbus, Ohio 43215
Attn: Service Academy Coordinator

Or scan and send by email to Branden.Meyer@mail.house.gov.

If you have any questions, please contact the Service Academy Coordinator by phone at (614) 499-0561.