

# SERVICE ACADEMY NOMINATION CHECKLIST

ALL ITEMS DUE BY OCTOBER 21, 2016

- Application (with a photo)
  - May be found online at [cooper.house.gov](http://cooper.house.gov)
- Essay
- List of Activities
- High School Recommendation Form
- Letters of Recommendation (**3 required**)
- ACT/SAT Scores
- School Transcripts

Please email or fax these materials to our office for the quickest response.

Email: [kathy.buggs@mail.house.gov](mailto:kathy.buggs@mail.house.gov)

Fax: **615.736.7479**

If you do not have access to a computer, mail to:

**Congressman Jim Cooper**  
**Attn: Kathy Buggs**  
**605 Church Street**  
**Nashville, TN 37219**

Direct all questions to Kathy Buggs at **615.736.5295**