



High School Applicant Checklist

For your application to be considered complete, the following information is **required**:

✓ **Completed Online Application:**

This application will include two (2) written responses found in the online application. To submit your application, scroll through until you reach the last page “Application Review.” At the bottom of the page please read the “**APPLICATION COMPLETION STATEMENT**.” Then sign, date and click the submit button to formally “send” in your WOASF application. Submission of the online application must be by 11:59 PM EST on March 1st.

✓ **Transcripts:**

Please send your official high school transcript. We will start accepting transcripts that include fall grades no earlier than January 1st (meaning the print date must be January 1st or later). If you are dual enrolled in a college, please send your official college transcript as well, unless these courses are reflected on the High School transcript. Please use the **OFFICIAL TRANSCRIPT REQUEST** form that is presented in this website in the “Transcripts” link when requesting your high school transcript from your school and have them attach it to your official transcript.

We will accept electronic transcripts if they are sent directly from a service (Parchment, Escripts, etc.) to the Scholarship Administrator, at scholarship@wingsoveramerica.us. If sent electronically it must be received by 11:59 PM EST on March 1st. If being sent through the mail, please address to Wings Over America Scholarship Foundation, 770 Lynnhaven Parkway, Suite 155, Virginia Beach, VA 2345 and ensure it has a postmark date of on or before March 1st. We **do not** accept transcripts **emailed to WOASF** by high school guidance departments.

✓ **Completed Recommendation Forms:**

Two recommendations must be submitted online for High School. Once you have received your applicant ID, please have your selectees complete and upload the form found in the “Recommendations” link on this website. Recommendations must be completed and submitted by 11:59 PM EST on March 1st. No paper recommendations are accepted.

✓ **Optional**

FAFSA: Not required but if you would like to send a copy of this year’s form please mail it to our office at 770 Lynnhaven Parkway, Suite 155, Virginia Beach, VA 23452 with a postmark date on or before March 1st.

If any of the above listed information and/or documentation is missing by the March 1st deadline for submission, your application will be considered incomplete and not be reviewed by the selection committee.