



## **Military Spouse Applicant Checklist**

For your application to be considered complete you must have:

✓ **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 1<sup>st</sup>.

✓ **Official Transcripts:**

We will accept electronic official transcripts if they are sent directly from a service (Parchment, Escrips, etc.) to the Scholarship Administrator, at [scholarship@wingsoveramerica.us](mailto: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 1<sup>st</sup>.

✓ **Recommendations:**

One recommendation is required, but you may submit two through the online form. 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 uploaded by 11:59 PM EST on March 1<sup>st</sup>.

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