



Trade/Technical 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.

✓ **Transcripts:**

Please send at least three years of official transcripts (high school and/or college) after your second quarter/fall semester. If you are a current college freshman or sophomore this includes your high school years. Please mail your official transcript to Wings Over American Scholarship Foundation, 770 Lynnhaven Parkway, Suite 155, Virginia Beach, VA 23452 and ensure it has a postmark date of March 1st.

We will accept electronic transcripts if they are sent directly from a service (Parchment, Escrips, 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.

✓ **Completed Recommendation Forms:**

Two letters of recommendations must be submitted online. Once you have received your applicant ID, please have your selectees complete the form found in the “Recommendations” link on this website. Recommendations must be uploaded 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 **required** information and/or documentation is missing by the March 1st application submission date, your application will be considered incomplete and not be reviewed by the selection committee.