



High School Student Applicant Checklist

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

✓ **Completed Online Application:**

Applicants must formally submit their application. This section includes an Extra-Curricular/Community Service/Work Experience sheet and two essays. As the instructions state on the Application Review page in STEP II *"Review your data below to ensure a complete application. Once you have completed your review and are satisfied, please read the Application Completion Statement. Then sign, date, and click the final "Save & Continue" button to complete the final step in **WOASF's** application."*

✓ **Transcripts:**

WOASF will accept official transcripts from an online transcript service (Escripts, Parchment etc.) to the following email address: scholarshipadministrator@wingsoveramerica.us. Please send the transcript that includes fall grades no earlier than January 1, 2021. 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 23452 and ensure it has a postmark date of on or before March 1st. They must be sent in a sealed envelope signed by the school official.

✓ **Completed Recommendation Forms:**

Two recommendations are required and must be submitted through the online form. Give the recommendation website link

<https://www.wingsoveramericascholarshipapplication.com/recommendations.php>

and your **Applicant ID** number to the individual(s) who will recommend you for these scholarships. This is an online form, please do not send a recommendation letter in the mail. Recommendations should be submitted by teachers/professors, school personnel, guidance counselors, athletic coaches, employers, etc. They may NOT be submitted by family members and/or spouses.

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