# Military Spouses Applicant Checklist

For your application to be considered complete you must have:

- ✓ **Completed Online Application**:

Applicants must formally submit their application. This section includes a Community Service/Work form 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*."

- ✓ **Official Transcripts:**

WOASF will accept official transcripts from an online transcript service (Escripts, Parchment etc.) to the following email address: scholarship@wingsoveramerica.us. Please send the transcript that includes fall grades no earlier that 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 is has a postmark date of on or before March 1st. If it has been at least three years since you have been in school (college/university) you do not need to send a transcript. Please email scholarship@wingsoveramerica.us if you are not planning on sending any transcripts.

- ✓ **Recommendations:**

One recommendation is required, but two may 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.