



Trade/Technical School 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 form (high school and college applicants) 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:**

Please send three years of official transcripts and remember this could include Applicant’s high school years. This should be done after fall semester grades have been posted. For high school applicants please send the transcript that includes fall grades no earlier than January 1, 2021. If an Applicant had already submitted a high school transcript in a previous year’s application, there is no need to resubmit that transcript again. WOASF will accept transcripts from an online transcript service (Escripts, Parchment etc.) to the following email address: scholarshipadministrator@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 23452 and ensure it has a postmark date of on or before March 1st.

✓ **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.

