



## Dependent Spouse Applicant Checklist

For your application to be considered complete, the following information is **required by 5:00 PM EST on March 1st:**

✓ **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:**

Please send three (3) years of official transcripts. If you have not been enrolled in college in the last three years you do not need to send transcripts. Please email [scholarship@wingsoveramerica.us](mailto:scholarship@wingsoveramerica.us) if you will not be sending a transcript with your application.

- Electronic transcripts **must be received by 5:00 PM EST on March 1st**. We will accept electronic transcripts if they are sent directly from a service (Parchment, etc.) to the Scholarship Administrator, at [scholarship@wingsoveramerica.us](mailto:scholarship@wingsoveramerica.us).
- Transcripts sent through the mail **must be postmarked by March 1<sup>st</sup>**. Send to:  
Wings Over America Scholarship Foundation  
Attn: Scholarship Administrator  
770 Lynnhaven Parkway, Suite #155  
Virginia Beach, VA 23452

✓ **Recommendations:**

One recommendation is required for dependent child applicants. This is an online form, **do not** send a recommendation letter in the mail. Give this **website link**:

[www.wingsoveramericascholarshipapplication.com/recommendations/php](http://www.wingsoveramericascholarshipapplication.com/recommendations/php) and your **Applicant ID** number to the **one** individual who will recommend you for these scholarships. Recommendations should be submitted by teachers, professors, school personnel, counselors, coaches, employers, etc. They may not be submitted by family members.

### **DEADLINE REMINDER**

If the any of the required information stated above are not submitted by the deadline of **5:00 PM EST on March 1<sup>st</sup>**, your application will be considered incomplete and will not be considered in this year’s review process.