



## Dependent Child 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 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:**

#### **Current High School Applicants:**

Please request your official high school transcripts be sent to our office. Transcripts must be submitted in a sealed envelope with the signature of the school official across the seal. We **do not** accept transcripts emailed to WOASF by high school guidance departments except from students attending overseas (department of defense-DOD) schools.

#### **Current College/Trade School Applicants**

Please send at least three (3) years of official transcripts. If you are a current freshman or sophomore this includes **both your** college or trade school **and** high school transcripts. If you submitted a high school transcript when applying as a high school senior in a previous year, there is no need to send another high school transcript. You must **still** submit your college or trade school transcripts.

#### **All Applicants**

- 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@woasf.org](mailto:scholarship@woasf.org).
- 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

✓ **Completed Recommendation Forms:**

Two recommendations are 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 **two** individuals who will recommend you for these scholarships. Recommendations should be submitted by teachers, professors, school personnel, guidance counselors, athletic 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.