



## Military Spouses Checklist

For your application to be considered complete you must have:

✓ **Completed Online Application:**

This application will include two (2) written responses found in the online application. To submit your application, scroll through until you reach the last page “Application Review.” At the bottom of the page please read the “**APPLICATION COMPLETION STATEMENT.**” Then sign, date and click the submit button to formally “send” in your WOASF application. Submission of the online application must be by 11:59 PM EST on March 1<sup>st</sup>.

✓ **Official Transcripts:**

We will accept an electronic version for your college transcript if it is sent directly from your college or university via email to the following email address: [scholarshipadministrator@wingsoveramerica.us](mailto:scholarshipadministrator@wingsoveramerica.us). If sent electronically it must be received by **11:59 PM EST on March 1<sup>st</sup>**. If being sent through the mail, please address to Wings Over America Scholarship Foundation, 770 Lynnhaven Parkway, Suite 155, Virginia Beach, VA 2345 and ensure it has a postmark date of on or before March 1<sup>st</sup>. If it has been at least three years since you have been in school (college/university) you do not need to send a transcript.

✓ **Recommendations:**

One recommendation is required, but you may submit two through the online form. Once you have received your applicant ID please have your selectees complete and upload the form found in the “Recommendations” link on this website. Recommendations must be uploaded by 11:59 PM EST on March 1<sup>st</sup>.

✓ **Optional**

FAFSA: Not required but if you would like to send a copy of this year’s form please mail it to our office at 770 Lynnhaven Parkway, Suite 155, Virginia Beach, VA 23452 with a postmark date on or before March 1<sup>st</sup>.

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