



## College Undergraduate Checklist

**The deadline for submitting an online application for the 2019 Dover Sons & Daughters Scholarship Program is February 20, 2019.**

**International applications and transcripts must be in English; otherwise the application will not be accepted.**

### APPLICATION

- Complete the online application. (Available beginning December 1, 2018 at [www.doverfoundation.org](http://www.doverfoundation.org))

### DOVER EMPLOYEE VERIFICATION FORM

- Complete Section A of the form.
- Have your parent or legal guardian submit the "Dover Employee Verification Form" to their Human Resource Department for completion of Section B. Human Resources should return the form directly to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.

### COLLEGE UNDERGRADUATE TRANSCRIPT REQUEST FORM

- Submit the "College Undergraduate Transcript Request Form" to the appropriate college/university department to request an **official, sealed current transcript – it must include fall 2018 semester grades**. They must forward the transcript directly to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566. \*This form is not required but is provided for your convenience if needed in requesting your transcript.
- If you have attended more than one college; please request an official transcript from each school that you have received college credits and grades.**
- COLLEGE FRESHMAN ONLY:** You **MUST** submit a "High School Transcript Form" to the high school from which you graduated. The High School Official must complete Section B of the form, attach an official, sealed current transcript and forward the form and transcript directly to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.
- INTERNATIONAL/COLLEGE FRESHMAN APPLICANTS ONLY:** If you took a university entrance examination (International Baccalaureate, A-levels, Matura or any other national examination), a High School Official must complete Section B of the "High School Transcript Form" and return this form along with the examination results to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.

### COLLEGE UNDERGRADUATE REFERENCE FORM

- Complete SECTION A of the form. Only one reference form will be accepted.
- Submit the "College Undergraduate Reference Form" to a counselor/administrator/faculty member of your school. Ask them to complete SECTION B and return the form directly to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566. (**College freshman only** may submit this form to a counselor/administrator/faculty member from their high school.)

**Use only the forms provided; do not submit any other additional materials or letters of recommendation. Remember – it is your responsibility to see that all forms are submitted on time. Applicants will be notified by email once the online application is submitted AND all required documents have been received.**