



## High School Checklist

**The deadline for submitting an online application for the 2018 Dover Sons & Daughters Scholarship Program is February 22, 2018.**

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

### APPLICATION

- Complete the online application. (Available beginning January 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.

### HIGH SCHOOL TRANSCRIPT FORM

- Complete SECTION A of the form. Your parent or legal guardian must also sign if you are under age 18.
- Submit the "High School Transcript Form" to your High School Official and request that they complete SECTION B of form and **attach an official, sealed current transcript**. The official(s) must return the form(s) and transcript(s) directly to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.
- If you are receiving college credits while attending high school, please also submit a transcript from the school where you are earning the college credits. (If you wish, you may use the college transcript form located in the college toolkit on the website.)**
- INTERNATIONAL APPLICANTS ONLY:** If you took a university entrance examination (International Baccalaureate, A-levels, Matura or any other examination), a High School Official must complete Section B of the "High School Transcript Form" and return this form along with your official transcript and examination results to The Dover Sons and Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.

### HIGH SCHOOL REFERENCE FORM

- Complete SECTION A of the form.
- Submit the "High School 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.

**Use only the forms provided; do not submit 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.**