

Application Checklist

To Applicants:

The following checklist will help to ensure that you have completed all requirements for your application. It is important that you use and follow it carefully. All of the following, except the sealed official transcript, must be submitted as one application packet online. Items will need to be scanned in as attachments to include handwritten signatures.

Please be sure you are able to check off each item before submitting your application.

- _____ 1. All sections of the application have been completed. Nothing is left blank.
- _____ 2. Pledge Form is signed by both parent and student (handwritten signature).
- _____ 3. Recommendation forms and letters are typed or word processed, and each contains the handwritten signature of the person making recommendation. You are responsible for securing signatures and including signed forms with your application.
- _____ 4. Your name is on your essay.
- _____ 5. Your essay has a title.
- _____ 6. An appropriate photo accompanies the application. A school yearbook picture (head, neck and upper shoulders) is ideal for meeting this requirement.
- _____ 7. Sealed official transcript is mailed to our post office box in time to arrive by the due date. This is the only item that is mailed to the post office box. An exception will be made for a mailed photograph, if you are unable to scan a clear image. No other items other than the sealed, official transcript and a clear photo of you will be accepted by post office box mail.

Post Office Box address is:

The Links Incorporated
Tacoma Chapter
P.O. Box 26385
Federal Way, WA 98093