

## 2020 Check List for Application

This document is meant to serve as a guide for you to keep track of your application progress. Complete these items to make sure you have included all proper documents with your application, but please do not submit this form with your application

**Applications must be postmarked by October 11<sup>th</sup>!**

*\* It is beneficial to send your applications out early so that we are able to process them and contact you prior to the deadline if there are any issues with your submission*

- Team Registration Form** – Make sure all signatures from team members and university representatives are complete
  - All members resumes are included**
  - Letter of Enrollment Verification:**
    - Must Include University letterhead and be signed by authorized representative
    - Full Name of Student
    - Explicitly states enrollment in Fall 2019 semester/quarter
    - Explicitly lists **standing**, i.e. **Junior, Senior, Full Time Graduate** or equivalent
    - Explicitly lists Major, Minor and/or Concentration in at least one of the eligible disciplines ([here](#)).
  - Or Verification of Graduation:**
    - Must Include University letterhead and be signed by authorized representative
    - Full Name
    - Date of Graduation or completion of degree requirements (**must be no earlier than Spring 2019**)
    - Degree awarded, must be one of the eligible disciplines listed ([here](#)).
- Please carefully review the details of a verification letter as official transcripts and/or enrollment verifications from the University Registrar do not contain all of the required information
- Make sure ALL team members complete the online info portion prior to the application deadline on October 11th, 2019.**