

Women in Business Award Application Checklist

This application is a fillable pdf. Please fill it out online and save so that it can be emailed to your Zonta Club. **Handwritten applications cannot be accepted.**

Some of the forms require a signature. You can insert a picture of a signature, e-sign, or print the form to sign and then scan.

Please make sure you have included everything required. Incomplete applications cannot be accepted. Use the following checklist to make sure you have included everything.

___ Application is typed

___ Your recommendation cover pages have your signature and the signature of the person giving the recommendation

___ Include **official transcripts** of grades or equivalent records from **all** universities, colleges or institutes attended. Official transcripts will have a stamp from the school. A print out of your grade report is not sufficient

___ Essays are typed into the application and in English

___ Essays include a word count at the end

___ A verification of current enrollment from your school with an official stamp

___ Essays are written in your own words and are not done with the assistance of AI