

## College Undergraduate Checklist

***The deadline for submitting an online application for the 2023 Brunswick Sons & Daughters Scholarship Program is March 13, 2023.***

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

### APPLICATION

- ☐ Complete the online application. (Available beginning January 9, 2023 at [www.brunswicksonscholarships.com](http://www.brunswicksonscholarships.com))

### BRUNSWICK EMPLOYEE VERIFICATION FORM

- ☐ Complete Section A of the form.
- ☐ Have your parent, stepparent or legal guardian submit the "Brunswick Employee Verification Form" to their Human Resource Department for completion of Section B. Human Resources should return the form directly to The Brunswick Sons & Daughters Scholarship Program, PO Box 648, Naperville, IL 60566 or fax to 1-630-428-2695.

### COLLEGE UNDERGRADUATE TRANSCRIPT REQUEST FORM

- ☐ **U.S. APPLICANTS:** Submit the "College Undergraduate Transcript Request Form" to the appropriate college/university department to request an **official, sealed current transcript**. They must forward the transcript directly to The Brunswick Sons & Daughters Scholarship Program, PO Box 648, Naperville, IL 60566 or have it emailed by a parchment service. \*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; you must submit a copy of this form to each college. We must receive an official transcript from each school from which you have received college credits and grades.**
- ☐ **U.S. COLLEGE FRESHMAN ONLY:** You **MUST** submit a "High School Transcript Form" to the high school from which you graduated. A 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 Brunswick Sons & Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.
- ☐ **OUTSIDE OF U.S. APPLICANTS:** If you took a university entrance examination (International Baccalaureate, A-levels, Matura or any other national examination), a school official must complete Section B of the "College Transcript Form" and return this form along with official documents/reports that contain your past three years of grades. Your school must also provide a grading scale. These documents should be sent to The Brunswick Sons & Daughters Scholarship Program, PO Box 648, Naperville, IL 60566.

### COLLEGE UNDERGRADUATE REFERENCE FORM

- ☐ Complete SECTION A of the form.
- ☐ Submit the "College Undergraduate Reference Form" to an academic advisor/administrator/faculty member of your school. Ask them to complete SECTION B and return the form directly to The Brunswick Sons & 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.)

### PUBLICATION RELEASE FORM

- ☐ Read and sign the form. If you are under 18, your parent must also sign the form. Return the form to The Brunswick Sons & Daughters Scholarship Program, PO Box 648, Naperville, IL 60566 or fax to 1-630-428-2695.

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