CHAPTER 1 – APPLYING TO AFROTC

1.1. Admissions Process is the process by which prospective students formally apply for the program, are checked for viability, and become officially registered as cadets. This guide is designed to assist you in completing the admissions process required to in-process a Cadet into Air Force ROTC. Follow the steps in the exact order, be sure to read all instructions associated with this guide.

1.1.2 As an applicant, you will click on the “Apply for ROTC” link inside the Reserve Officer Training Corps tile via the Holm Center WINGS Portal (https://wings.holmcenter.com). Refer to Figure 1.1.

Figure 1.1. Click Apply for AFROTC
1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

Figure 1.2. Privacy Statement
1.1.4. To create your account, you must enter an active email account. *This email address will also be used as the username, along with the password you create at this screen.* Select a security question and type response. Click submit. Refer to Figure 1.3.

**Figure 1.3. Account Creation with Active Email Account**

![Account Creation with Active Email Account](image)

1.1.5. You will be directed to a new screen, notifying you that an activation code was sent to your email address. Keep the window open and check your email for the activation code. Refer to Figure 1.4.

**Figure 1.4. Keep Window and Check Your Email for Activation Code**

![Keep Window and Check Your Email for Activation Code](image)

1.1.6. Within minutes of entering your email address in WINGS, an Activation Code will be sent to the email address you provided. Check your inbox for the activation code sent from **hcportal@holmcenter.com**. Refer to Figure 1.5.
Figure 1.5. Activation Code Sent in Registered Email Address

1.1.7. Type the activation code into the *Activation Code field and click Submit. Refer to Figure 1.6.

Figure 1.6. Enter Activation Code

1.1.8. Another screen notifying you that your account has been activated will appear. This screen will direct you to sign into your WINGS account. Clicking continue will direct you back to the WINGS Portal site.

1.2. Landing Portal. After you create an account, you will be directed to the WINGS Portal site. Click on the Sign In Tile and use your User ID (email address) and password to access your account. See Figures 1.7 and 1.8.
1.2.1. After signing in, you will be directed to your dashboard that has two tiles. Click on the My AFROTC Application tile. See figure 1.9.
1.3. **My Profile.** After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.10.

**Figure 1.10. Complete My Profile**

1.3.1. You will be prompted to verify your Date of Birth and Social Security Number by re-typing them. Once complete, click OK. Refer to Figure 1.11.
1.3.2. Your Account Profile will be stored in the WINGS database, and will be reviewed by a staff member at AFROTC. See Figure 1.12.

**Figure 1.12. Account Profile Under Review**

Thank you for your interest in AFROTC. Your profile is being reviewed by headquarters staff.

You can expect a resolution within 5 work days, after which you will be able to proceed with your application. If you have questions or concerns, you can call 1-866-423-7628 for assistance.

1.3.3. To sign out of WINGS click the three dots located at the top right corner of the screen. Refer to Figure 1.13. Check WINGS within 5 business days.

**Figure 1.13. Sign Out of WINGS**

Note: Please call 1-866-423-7628 if you do not receive an email within 5 business days with instructions to proceed with your admissions applications.
CHAPTER 3 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

3.1. Completing the Application. Now that you have an active account, you will need to complete an application for admission to AFROTC.

3.1.1. As an applicant, you will login to WINGS as explained previously. Use your User ID (email address) and password to login (https://wings.holmcenter.com).

3.1.2. Click on the My AFROTC Application tile. See Figure 3.1.

Figure 3.1. Click on My AFROTC Application

3.2. Intent for Completing the Application. Answer your intent for completing the online application. Depending whether you are applying to the High School Scholarship Program (HSSP), joining the AFROTC Program, or just wanting to attend AFROTC classes a number of checklist items for you to complete will appear.

NOTE: You are not required to complete the entire checklist at once. You may sign out and return to checklist at a later time.

3.2.1. If you are a high school senior applying for the HSSP, you will select yes next to “Apply for the AFROTC High School Scholarship Program.” Click on each “My application to do list” item to complete for scholarship application submission. See Figure 3.2.
3.2.2. If you are ineligible for the HSSP and want to join AFROTC, you will select no next to “Apply for the AFROTC High School Scholarship Program” and yes next to “Join AFROTC.” Joining AFROTC means that you are intending to become a commissioned officer of the United States Air Force. Click on each “My application to do list” item to complete for application submission. See Figure 3.3.
3.2.3. If you click No to “Apply for the AFROTC HSSP” and No to “Join AFROTC,” you will be applying as a Participant. This will allow you to enroll in AFROTC classes only. You are required to select your school of preference(s). See Figure 3.4.

**Figure 3.4. Intent to Apply, No to Scholarship / No to Join AFROTC**

3.3. **Select Schools.** Click Select Schools. Select the colleges you are interested in by clicking the drop-down menu for the state and the preferred colleges. The selected colleges will receive your contact info and review your application. If you have more than one school of preferences, rank them in preference order. Click Save & Close. Refer to Figure 3.5.
Figure 3.5. Select Schools of Preference

**3.4. Youth Experience.** Answer all fields and click OK. Refer to Figure 3.6.

**Figure 3.6. Complete all Fields for Youth Experience**

**3.5. Contact Information.** Click the drop-down menu to indicate the type of phone number, email address, and address registered to the account. Ensure information and type is accurate. Once complete, click OK. Refer to Figure 3.7.

**IMPORTANT:** As an applicant who is joining a specific ROTC program, select only the school you are attending in the Fall.

**NOTE:** only select yes for JROTC experience if you at least 3 years in that program and received a certification letter. That letter must be uploaded into WINGS when it asks for that. Otherwise, you may not be able to proceed with app.
Figure 3.7. Complete all Fields for Contact Information
3.6. Demographics. Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

3.7. Military. Answer all fields. Males are required to enter their Selective Service Number, if they are at least 18 years old. Refer to Figure 3.9.

Figure 3.9. Complete all Fields for Military.
3.8. **Medical.** Answer, then Save & Close. Refer to Figure 3.10.

**Figure 3.10. Answer and click Save & Close.**

**Select No unless you have had a DODMERB or MEPS Physical - If unsure if you have had one of these, ask your DET personnel. A Sports Physical is not one of these.**

3.9. **Dependents.** Answer and complete fields. If you have a dependent, you will be required to enter your dependent’s contact information and acknowledgement of the statements for Dependent / Dependent Care. Click Continue. Refer to Figure 3.11.

**Figure 3.11. Complete all Fields for Dependents**
3.9.1. Read and understand the Questions /Acknowledgements for Dependent / Dependent Care. If you acknowledge, check the box beside it. Click Save & Continue when complete. Refer to Figure 3.12 and 3.13.

Figure 3.12. Read and Answer Items in Dependent / Dependent Care
Figure 3.13. Read and Answer Items in Dependent / Dependent Care
3.10. **Questions / Acknowledgements.** Click Questions/Acknowledgments. You will need to read and answer all questions. Click Next to go to next series of Questions / Acknowledgements. Clicking Next will save current answers and move to next screen. Once complete, Click Save & Close. See Figures 3.14 and 3.15.

3.10.1. Clicking Save & Close will close you out of the module. Make sure you have answered all questions and acknowledgements before moving on.

**Figure 3.14. Read and Answer Items Truthfully in Questions / Acknowledgements**

<table>
<thead>
<tr>
<th>Category</th>
<th>ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Are you a conscientious objector?</td>
</tr>
<tr>
<td>Help</td>
<td>A conscientious objector is defined as: one who has or had a firm, fixed</td>
</tr>
<tr>
<td></td>
<td>and sincere objection to participation in war in any form or to bearing</td>
</tr>
<tr>
<td></td>
<td>of arms because of religious training or belief, which includes solely</td>
</tr>
<tr>
<td></td>
<td>moral or ethical beliefs.</td>
</tr>
<tr>
<td>Answer</td>
<td><img src="image" alt="Yes/No options" /></td>
</tr>
</tbody>
</table>

| Question       | Are you now or have you ever been affiliated with any organization or    |
|                | movement that seeks to alter our form of government by unconstitutional  |
|                | means, or sympathetically associated with any such organization,         |
|                | movement, or members thereof?                                            |
| Answer         | ![Yes/No options](image)                                                 |

| Question       | Do you understand that participation in Air Force ROTC requires          |
|                | strenuous physical activity? (You will be required to obtain medical     |
|                | clearance from a physician prior to program entry.)                      |
| Answer         | ![Yes/No options](image)                                                 |
3.10.2. If you proceed to Next page without answering all questions, a message will appear notifying you not all questions were answered. Click OK and remember to unanswered questions / acknowledgements. See Figure 3.16.

3.10.3. Some questions may require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 3.17.
3.10.4. Once all questions have been answered, click Save & Close. Refer to Figure 3.18.

Figure 3.18. Click Save & Close When Questions / Acknowledgements are Complete
3.11. Releases & Forms. Click on Releases and Forms. Read instructions. Click on each item to download or print. Completely fill out forms. Click Finished Printing to resume application. Refer to Figure 3.19.

Figure 3.19. Click Finished Printing
3.12. Supporting Documents. Click on Supporting Documents. The required supporting documents will be dependent on how you answered your application. Example: If you had answered that you were in the Boys Scouts, you will be required to upload a Scout Certificate. Refer to Figures 3.20 and 3.21.

3.12.1. If you are completing the application on a mobile device, the WINGS Holm Center website will ask you if you would like to upload a photo from your camera. You are able to take a photo of a document with your mobile device and upload it directly to Supporting Documents.

Figure 3.20. Click Add Attachment and Browse for File
3.13. Civil Involvements (CI). If you have had any involvement with any civil, military, school authorities / law enforcement officials (regardless of its insignificance, disposition, or finding), it must be reported. Ensure you read and understand what is a CI. Click Add an Involvement if you have any to report. Refer to Figure 3.22.

Figure 3.22. Click Add Involvement if You Have a Civil Involvement to Report
3.13.1. Provide details of the CI and upload documents. If the Cadet Statement Required box is checked, click on Cadet Statement Required link. It is a hyperlink for you to add your recollection of the CI. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and cadet statement have been provided. See Figure 3.23.

**Figure 3.23. Complete Fields for CI**

ONLY 120 CHARACTERS. MAKE IT SHORT.

If there is a check mark, click to add your statement

NOTE TO APPLICANT: YOU MUST REPORT ANY CIVIL INVOLVEMENT (includes arrests, traffic stops, suspensions from school, incidents at school where you were involved as the instigator and received some form of administrative discipline, etc) no matter how it was resolved. Even if someone told you it was expunged from your records, you must report it. Later in your cadet career or career in the Air Force, you will be submitted for a security clearance. In the investigation that occurs for that clearance, any previous incidents may be found and if you did not report them previously, you could be subject to fines or imprisonment. THIS IS A SERIOUS THING. If in doubt, report it. We can waive many of these incidents and allow you to join the program so there is no benefit to not reporting them.
3.14. **All Items Checked.** After you receive check marks on all boxes, you **will not** receive a confirmation that your application has been completed. The detachment will review the application and contact you for any questions and explanations. Refer to Figure 3.24.

**Figure 3.24. Application List Items All Checked**

![Application List Items All Checked](image)

3.14.1. Sign out of WINGS by clicking the three dots at top right corner.

**NOTE:** The detachment will set a time for you to bring your supporting documents for verification and for your to certify any CI’s.