

AFROTC In-Processing Checklist

Congratulations on selecting to attend Air Force ROTC!

NOTE: This checklist is **REQUIRED** for **ALL** Corps of Cadets attending AFROTC; failure to complete the below forms could delay payments such as scholarship entitlements and/or Corps of Cadets uniform reimbursement.

BEFORE YOUR NEW STUDENT CONFERENCE - COMPLETE ENROLLMENT INTO AFROTC PROGRAM:

- Register for a WINGS account (instructions included in the AFROTC informational packet)
 - <https://wings.holmcenter.com/applyforafrotc>
- Complete ALL steps in the WINGS Account Instruction Guide to include:**
 - Complete basic enrollment data
Even if you Do Not wish to commission in the Air or Space Force **You must check the block** under ROTC Application "Intent to Commission" or we cannot build your file; it is a system limitation ONLY!
 - Complete screening questions
 - Complete youth/military experience
 - Complete Selective Service Number Registration (18+ Males only)
 - <https://www.sss.gov/register>
 - DO NOT** complete/upload Civil Involvements (CI), this will be done in person at FOW.
 - Bring your Civil Involvement documentation with you (dates, place, and result of ticket), but please **DO NOT** upload.

▪ **Watch the How-To Videos BEFORE attempting to fill out the below forms!!!**

▪ **All documents, How-To videos and more can be found at: <https://afrotc.tamu.edu/inbound-cadets>**

NOTE: Uploading documents before NSC is critical to your processing time and allows you to get paid in a timely manner. If you are having technical difficulties uploading documents, bring a printout during NSC.

- ALL CADETS - Upload the Following Documents into WINGS Account:**
 - #1 Priority: AFROTC Form 28 Physical or Corps of Cadets Medical Form – **MUST have Doctor's Stamp**
 - #2 Priority to Participate: Form 2983 Prohibited Acts Acknowledgment
 - #3 Priority to Participate: Birth or naturalization certificate (**notarized copy**, use attached notary MFR)
- CADETS Seeking Military Reimbursement for Corps Uniforms and/or Seeking Commission:**
In addition to above, must Upload & Label ALL Documents Once COMPLETE into WINGS BEFORE NSC
 - DODMETS Registration Form – Critical to get your DoDMERB started (if you already have a qualified DODMERB, this form and the Form 28 are not required)
 - Signed Social Security Card (**notarized copy**, use attached notary MFR)
 - Direct Deposit Form 11-92 (using the banking account you want pay to go to)
 - Proof of Selective Service registration (males only)
 - Form W4: IRS Withholding
 - Mail Authorization Release Form (**witness must be notary w/stamp**)
 - Form 2058: State Residence
 - Form 93: Emergency Data (**witness must be notary w/stamp**)
 - Drug Demand Redux MOU (**witness must be notary w/stamp**)
 - Form 2005: Health Records Release
 - Student Records Release
 - Air Force Dependency Policy Statement of Understanding (**1st Ind, Application only**)

MANDATORY REQUIREMENTS TO BRING TO YOUR NEW STUDENT CONFERENCE:

- Laptop
- Cell Phone (it is preferable to download a document scanning app, but not required)
- Original AND one copy** of birth certificate or naturalization certificate (only if **NOT** notarized prior)
- Original AND one copy** of signed Social Security Card (only if **NOT** notarized prior)