Required In-Processing Documents
For each document that does not require the original, it will be helpful and streamline the process if you bring copies that we can keep.

✓ (or N/A)

☐ 1. AFROTC FORM 28, completed Sports Physical (enclosed) or DoDMERB Qualified letter.

☐ 2. BIRTH CERTIFICATE (ORIGINAL or “CERTIFIED TRUE COPY”) and NATURALIZATION CERTIFICATE (ORIGINAL), if applicable
   NOTE: Documents will be scanned and returned on the spot, when presented to AF cadre.
   Websites available to get birth certificate:
   - http://www.usbirthcertificate.com
   - http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm

☐ 3. IMMUNIZATION RECORD (COPY)

☐ 4. SOCIAL SECURITY CARD (ORIGINAL)
   NOTE: Documents will be scanned and returned on the spot, when presented to AF cadre.
   - http://www.ssa.gov/replace_sscard.html

☐ 5. SELECTIVE SERVICE CARD - Males 18 Years and Older Only (COPY)
   - http://www.sss.gov

☐ 6. ACT/SAT SCORES (COPY)
   - Check w/local high school: It may be located on your high school transcript
   - http://sat.collegeboard.org/home
   - http://www.actstudent.org/

☐ 7. COLLEGE TRANSCRIPTS for any credit received – Transfer and AP (COPY)

☐ 8. DD FORM 214 “Member Copy 4”; Certificate of Release or Discharge from Active Duty (COPY)
   - This document only applies to those cadets who have served previously in the military themselves.

☐ 9. TRAVEL RECEIPTS High School Scholarship Program (AFROTC HSSP) winners only.
   - You will complete a travel voucher for reimbursement of your one way travel to ERAU based on original receipts for air and/or ground travel, necessary hotel stays and travel meals.

☐ 10. JROTC CERTIFICATES – only those that verify 3 or 4 year completion (COPY)
    - Check w/local unit

☐ 11. CIVIL AIR PATROL CERTIFICATES – Earhart, Mitchell or Spaatz Awards Only (COPY) - Check w/local squadron
    - http://www.capnhq.gov/

☐ 12. BOY SCOUTS OF AMERICA – EAGLE SCOUT or GIRL SCOUT GOLD CERTIFICATE OR CARD (COPY)