



AFROTC DET 028 APPLICANT CHECKLIST (Last Updated: 20 Nov 2020)

ZERO WEEK: Monday-Wednesday Prior to ERAU-Prescott FALL Semester Orientation Only

Contact information: Email prafrotc@erau.edu / phone (928) 777-3868

NOTE: Documentation that has been turned in to the university is not made available to AFROTC. The documents listed below must be provided again for AFROTC applicant requirements. Copies are allowed unless noted otherwise.

X	#	ACTION/DOCUMENT
	1	Go to: https://prescott.erau.edu/rotc/air-force/new-incoming-applicants/ and “CHECK IN” to join our program. This will assist us in preparing for your arrival.
	2	<p>FALL Semester applicants register for:</p> <ul style="list-style-type: none"> - AF Class (AF101 & AF101L) if you have 4 or more years left to complete your degree - AF Class (AF101, AF201 & AF201L) if you have 3 years left to complete your degree <p>SPRING Semester Applicants register for:</p> <ul style="list-style-type: none"> - AF Class (AF102 & AF102L) if you have 3.5 or more years left to complete your degree. All others must contact the detachment at 928-777-3868 to determine applicant/accreditation eligibility. <p>Note: Spring applicants must dual enroll in AF Class (AF101, AF201 & AF201L) during the Fall semester after entry.</p>
	3	AFROTC Online application - See Attachment 2 and follow instructions provided
	4	APPLICANTS NOT ATTENDING “ZERO WEEK” – Send an email to our org box with your projected arrival date and availability
		<ul style="list-style-type: none"> - FALL SEMESTER “ZERO WEEK” APPLICANTS – Bring Items 4-6 to day one of Zero Week during check in. The remaining documents must be uploaded w/in your online AFROTC application prior to your arrival. - FOR ALL OTHER APPLICANTS (Spring Semester & Walk-ins) – Bring ALL documents to your scheduled Appointment.
	5	<p>Birth Certificate or Naturalization Certificate (MUST BE ORIGINAL or Certified True Copy)</p> <ul style="list-style-type: none"> - If born abroad and acquired citizenship at birth or through naturalization of parents a valid Passport/FS Form 240/DS Form 1350/INS Form N-560A or N-561 can be used. Note: Documents will be verified and returned <p>NON-US Citizens – Must provide Immigration Form I-551, Permanent Resident Card to become applicant</p>
	6	Social Security Card (MUST BE ORIGINAL) – If over 18, ensure that it is signed. Note: Documents will be verified and returned
	7	<p>AFROTC Form 28, Sports Physical (Attachment 3) – Signed by a Physician/Medical Authority Note: Exam date must be no earlier than 1 August before the beginning of each semester (1 Jan for Spring applicants)</p> <p>You are not authorized to participate in AFROTC Physical activities until one is turned in.</p> <p>HSSP Scholarship Recipients: A sports physical is not required if your status on https://dodmerb.tricare.osd.mil reflects qualified. We already have your certified qualified physical on file.</p>
	8	Copy of Immunization Records – Must reflect MMR x2 and Varicella x2 (chicken pox) vaccines (or positive blood titer)
	9	Copy of ACT/SAT Score Report (http://sat.collegeboard.org/home - http://www.actstudent.org/)
		Turn in Items below if applicable (you can also upload these documents to your online AFROTC application):
	10	Copy of Unofficial College transcripts for any college credits received and College board AP credits
	11	Copy of AFJROTC Certificates (Form 310/1256) or JROTC Certificate/High School transcripts for other services
	12	Copy of Civil Air Patrol (CAP) Certificates - Earhart, Mitchell or Spaatz awards only.
	13	Copy of Eagle Scout/Gold Award Certificate or Card
	14	Copy of High School transcripts (Unofficial) – Only required for applicants w/ 3-4 yrs JROTC/CAP awards/Eagle Scout/Gold award
	15	Copy of Private Pilot’s License (PPL) (If Applicable)
	16	HSSP Scholarship Recipients – Bring a copy of airline tickets & itinerary if you flew here
	17	<p>Copy of DD Form 785, Record of Disenrollment from Officer Candidate-Type Training (If applicable) Note: A waiver of previous disenrollment must be requested if you have had any prior officer training</p>
	18	<p>PRIOR SERVICE APPLICANTS ONLY</p> <ul style="list-style-type: none"> - Copy 4 of DD Form 214, Certificate of Release or Discharge from Active Duty - Copy of DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States <p>Note: Applicants who were prior service members of any branch of the armed forces must have their prior service verified prior to granting membership to verify reenlistment eligibility.</p>

- Attachments:**
- 1 – Applicant uniform list
 - 2 – AFROTC Online Application Instructions
 - 3 – AFROTC Form 28, Sports Physical

Attachment 1 – Applicant Uniform List

Applicant Cadets are required to wear a modified uniform during AFROTC Activities until they receive their dress blues. This occurs during the sophomore year and once a completed DODMERB is on file. They will also be required to wear modified physical training gear. Air Force physical training gear will be issued upon completion of all applicant requirements and once the cadet has been made an “Active” cadet.

Modified Uniform:

- ✓ Polo Shirt – Polo shirts will be a purchased Detachment polo or a solid-color royal or navy-blue polo shirt with no symbols or pockets. Detachment Polos can be purchased during “Zero Week” or at any time from the Cadet WING.
- ✓ Trousers - Trousers will be without cuffs, regular fit, and khaki in color (shorts are not authorized).
- ✓ Belt - Belt will be black with silver clasp.
- ✓ Footwear - Socks will be black in color. Shoes will be plain black business casual low quarters. Note: Women may wear solid black flats (not pointed), but they are not recommended for marching.

Physical Training Uniform (PTU):

- ✓ Solid-color grey T-shirt or long sleeve shirt with no symbols.
- ✓ Solid-color dark blue athletic shorts w/ small symbol (no bigger than 5 in) authorized.
 - Shorts must be at least fingertip in length with a relaxed fit.
- ✓ Cold weather attire will be solid dark blue or black sweats with no symbols.
- ✓ Socks will be white or black and may have small trademark logos.
- ✓ There are no restrictions on the color of athletic shoes.
- ✓ Applicants may wear personally owned Air Force PTUs (e.g. Prior service).

Backpack:

- ✓ Solid-color black backpacks. Small logos are authorized.
- ✓ Back packs will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized.

Watches (optional):

- ✓ Must be a conservative solid color black, brown, silver, gold.
- ✓ Bands cannot exceed 1-inch in width.
- ✓ Smartwatches are authorized but must be w/in above requirements.

Sunglasses (optional):

- ✓ Frames may be black or brown material or gold or silver wire.
- ✓ Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses.
- ✓ Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited.

Recommendations:

Polo Shirt - [Click Here](#)

Shoes - [Men](#) / [Women](#)

PTG Shorts - [Men](#) / [Women](#)

Trousers - [Men](#) / [Women](#)

PTG Shirt - [Click Here](#)

Cold Weather – [Top](#) / [Bottom](#)

Attachment 2 – AFROTC Online Application

1. Go to <https://drive.google.com/drive/folders/1Cc30IHvUTx8EYj6UXRqD6kRGKwVHihDU?usp=sharing>. Follow the AFROTC guide for instructions to build your WINGS account and complete the application. Read the following items before starting your online application:
 - a. **IF YOU ALREADY COMPLETED AN AFROTC ONLINE APPLICATION**, Email prafrotc@erau.edu so we can add you to our detachment in WINGS. You will not create a new account. Ensure that your applicant checklist is completed and ALL documents are uploaded.
 - b. Use your ERAU email address when building your account.
 - c. **DO NOT FORGET YOUR USERNAME & PASSWORD**; YOU WILL NEED IT THROUGHOUT YOUR TIME IN AFROTC.
 - d. Ensure you select Embry-Riddle Aeronautical University (AZ) as your preferred school.
 - e. Upload all documents requested in the AFROTC online application and the applicant checklist in the supporting documents section of your online application.
 - **If you are under 18 years of age**, there are forms that require a parent's signature. Your parents' signature must be notarized by a notary or signed in the presence of Det 028 cadre upon your arrival (as required on all release forms). A notary **is not** required on the student records release.
 - Refer to the Applicant Forms Guide in the link provided above if you require further assistance with filling in the forms or need examples of additional documents being requested.
 - If you are unable to upload forms, you can send them to our organizational box in an **ENCRYPTED** email to protect your personal information. See "Sending Encrypted Email" in the link above. This can only be accomplished from your ERAU email account.
 - You can use Adobe Acrobat Reader DC to "Fill & sign" the forms. Save the forms to a PDF format if applicable. Go to <https://helpx.adobe.com/acrobat/using/fill-and-sign.html> for instructions on how to "Fill and sign". You must DRAW or use an IMAGE for your signature. We suggest maintaining an image of your signature, you will be completing forms this way from now on.
 - f. Email prafrotc@erau.edu once you have completed your online application.