

# AFROTC Det 915 In-Processing Checklist

Please accomplish all items on this checklist prior to arrival at WVU. Items not completed by the first day of classes may limit your ability to participate in AFROTC.

## Pre-Arrival

- Register for USAF100 and USAF131 (if you plan to enroll as a sophomore, please contact us at (304) 293-5421 or AFROTC@mail.wvu.edu to determine if you meet eligibility requirements).
- Familiarize yourself with all documents located on the WVU AFROTC New Cadet page: <https://afrotc.wvu.edu/join-afrotc/new-cadets>
- Print a copy of the AFROTC Form 28 from the New Cadet Page and schedule a Sports Physical appointment with your physician for no earlier than 30 days prior to your arrival to WVU. Have the physician complete the Form 28. The physician must complete this Form 28; we will not accept the physician's version of a sports physical form.
  - Scholarship cadets who have a qualified DoDMERB exam do not need a Form 28.
  - All cadets must have a complete Form 28 to receive any AFROTC uniforms and participate in AFROTC activities.
- Print and complete the Civil Involvements Worksheet(s) from the New Cadet page.
  - Civil Involvement (CI) Defined: Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported.
  - Even if you have nothing to report, you must complete the worksheet indicating that you have no prior involvements.
  - Examples include any events since age 13 to include, but are not limited to:
    - Traffic citations
    - Underage drinking
    - School suspension / detention
    - Charges related to drug use
    - Article 15 (military)
- Create a WINGS account and complete the application checklist. See the WINGS Applicant Guide located on the New Cadet Page. Please note that WINGS accounts can take up to five business days to be created once requested.
- (Optional) Complete and submit the room and board scholarship application. Room and board scholarships are offered on a rolling application deadline. The application may be submitted at any time, but a cadet must have a WVU student ID number and be registered for USAF 131 and USAF 100 to be considered.

### **Items to Bring to New Cadet Orientation**

- Original birth certificate or naturalization certificate (if no original, a certified copy from the Clerk or Recorder of Birth State). Alternatively, an original passport can fulfill this requirement. Photocopies of birth certificates, naturalization certificates, or passports will not be accepted.
  
- Original Social Security Card (must be signed by applicant, NOT a parent/guardian). Photocopies will not be accepted.
  
- Form 28 (completed by a physician).
  
- Certificates or documentation demonstrating (as applicable):
  - Junior ROTC
  - Civil Air Patrol
  - DD Form 214 (prior military enlistment)
  - DD Form 785 (prior service academy or officer accession training program)
  
- Printed Civil Involvements Worksheet(s) including any documentation related to each CI including ticket/citation or correspondence from issuing authority AND proof of any paid fines AND completion of required court actions (driver's school, community service, etc.).