AFROTC Guide

Applicant Admissions Process

CAO: 15 AUG 22

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CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)

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 The Applicant (You) will click on the "Apply for ROTC" link via the Holms Center WINGS Portal (https://wings.holmcenter.com). Refer to Figure 1.1.

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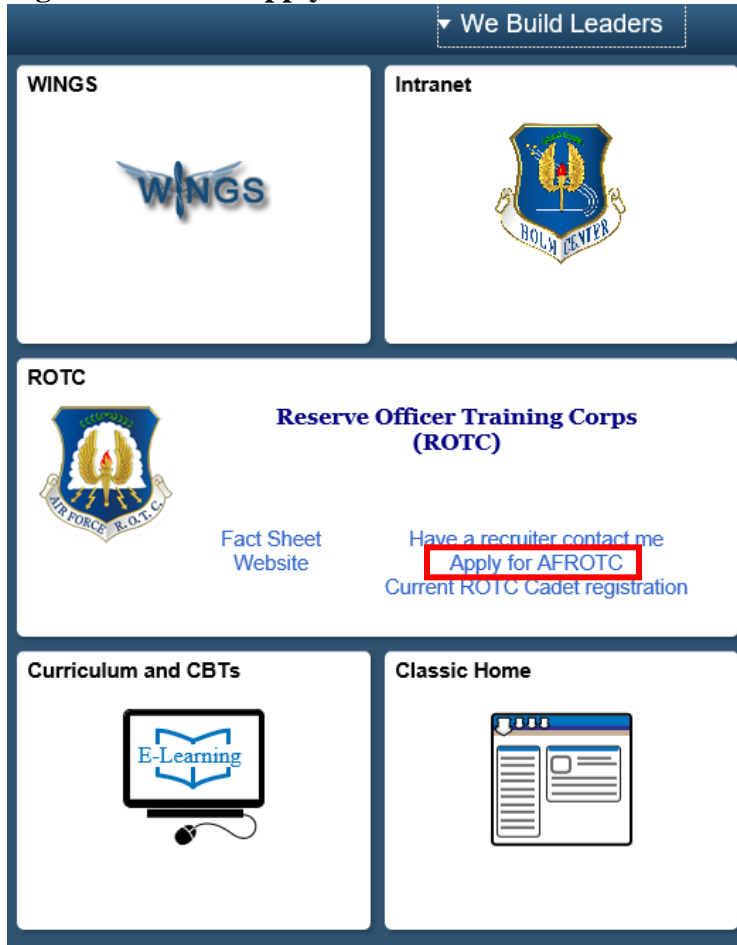
1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

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

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

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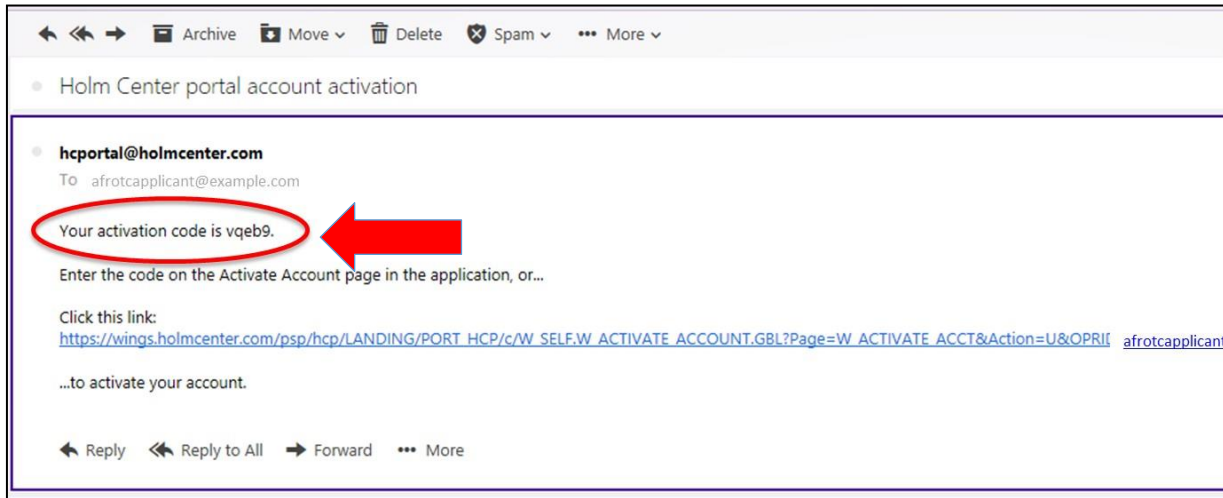
1.1.7. Type the activation code into the *Activation Code field and click Submit. Refer to Figure 1.6.

Figure 1.6. Enter Activation Code
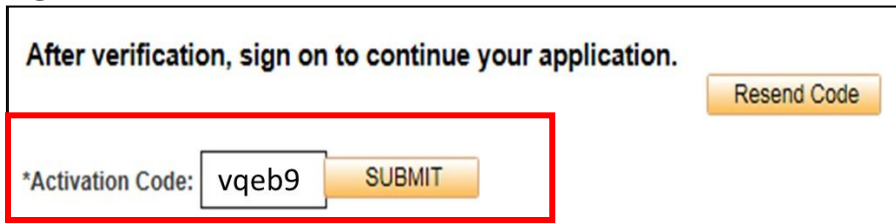
1.2. Landing **Portal.** After you create the account, you will be directed to the WINGS Portal. Use your User ID (email address) and password to create your WINGS account. See Figure 1.7.

Figure 1.7. Sign in to WINGS Holm Center

Figure 1.8. Click on My ROTC Applicant tile

1.3. My Profile. After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.

Figure 1.9. 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 1.10.
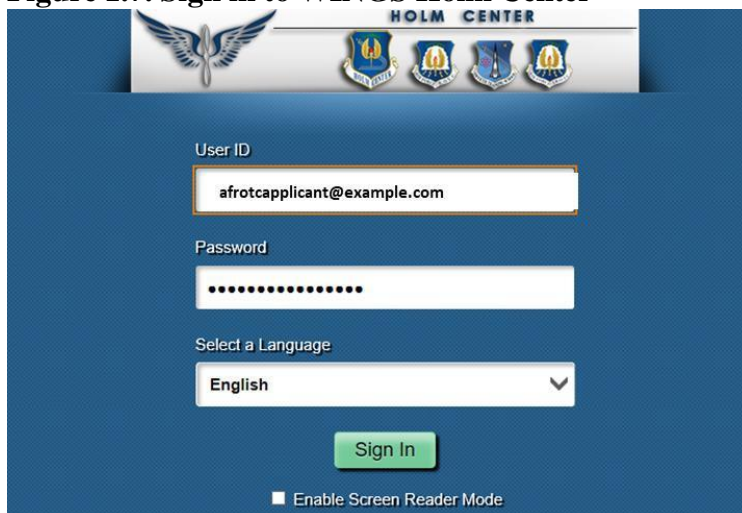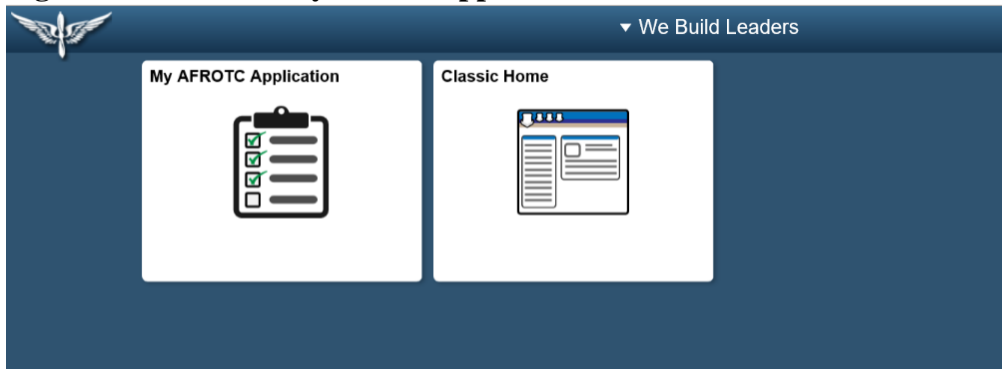
Figure 1.10. Re-enter Date of Birth and Social Security Number

1.3.2. Your Account Profile will be stored in the WINGS database, and will directed to your application.

Note: If there is an existing profile with similar data as your profile, your profile will be reviewed by HQ AFROTC and you will receive a notification that your Account Profile is Under Review. See Figure 1.11.

Figure 1.11. Account Profile Under Review

1.3.3. Sign out of WINGS by clicking the three dots located at the top right corner of the screen. Refer to Figure 1.12.

Figure 1.12. Sign Out of WINGS

CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

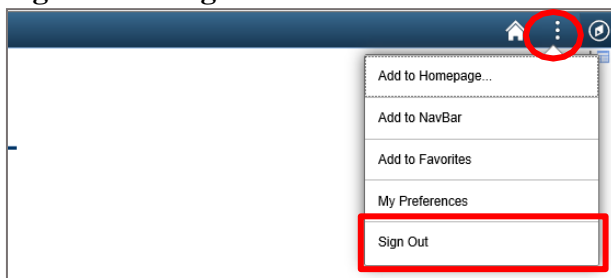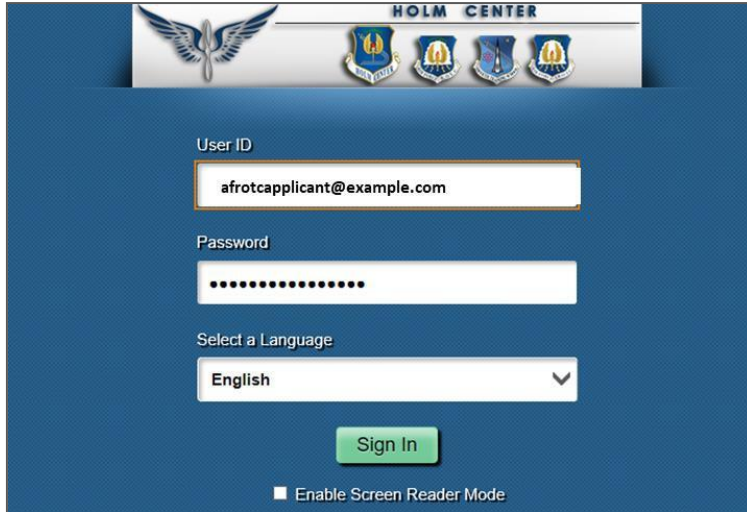**2.1. Completing the Application**. You (Applicant) will login to WINGS. See Figure 2.1. (https://wings.holmcenter.com). See Figure 3.1.

Figure 2.1. Landing Portal. Use your User ID (email address) and password to login.

2.1.1. Click on My AFROTC Application tile. See Figure 2.2.

Figure 2.2. Click on My AFROTC Application

2.2. Intent for Completing the Application. Answer your intent for completing the online application. The checklist items will be listed, depending whether you are applying to the High School Scholarship Program (HSSP), joining the AFROTC Program, or just wanting to attend AFROTC classes.

2.2.1. 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 2.3.

Figure 2.3. Intent to Apply, No to Scholarship / No to Join AFROTC

2.2.2. If you click No to "Apply for the AFROTC HSSP" and Yes to "Join AFROTC," you are required you to complete a list of items in the checklist. Click on each item. Refer to Figure 2.4.

Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC

2.3. Select Schools. Click Select Schools. Select the colleges you are attending 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 2.5.

Figure 2.5. Select Schools You are Interested in

Select Schools

Rank your schools with 1 being the most desirable.

Selected Schools

School Name	AF ROTC Classes At	Ranking	
Auburn University	Auburn University (Detachment 005), AL	1	Remove

Save & Close

Search for Colleges, Universities & Detachments

State Alabama

☐ Historically Black College   ☐ Minority Institution
☐ Hispanic Serving Institution   ☐ Private School
☑ Show All

Find | View All | First ◀ 1-10 of 26 ▶ Last

	Enroll At	AF ROTC Classes At	State
☑	Auburn University, AL	Auburn University (Detachment 005), AL	AL
☐	Alabama State University, AL	Alabama State University (Detachment 019), AL	AL
☐	Auburn University At Montgomery, AL	Alabama State University (Detachment 019), AL	AL
☐	Birmingham-Southern College, AL	Samford University (Detachment 012), AL	AL
☑	Faulkner University, AL	Alabama State University (Detachment 019), AL	AL
☐	Huntingdon College, AL	Alabama State University (Detachment 019), AL	AL
☐	Jefferson State Community College(Gmc), AL	Samford University (Detachment 012), AL	AL
☐	Marion Military Institute, AL	University Of Alabama (Detachment 010), AL	AL
☐	Miles College, AL	Samford University (Detachment 012), AL	AL
☐	Samford University, AL	Samford University (Detachment 012), AL	AL

2.4. Youth Experience. Answer all fields and click OK. If you have any Youth Experience, you will any certificates or documents in Supporting Documents in your application checklist. Refer to Figure 2.6.

Figure 2.6. Complete all Fields for Youth Experience

2.5. Contact Information. Click the drop-down menu to indicate the Type of phone number, email address, and address registered to the account. The home of record is your primary residence. If you currently live in a different address, click the + sign and add your current address. Ensure information and type is accurate. Once complete, click OK. Refer to Figure 2.7.

Figure 2.7. Complete all Fields for Contact Information

2.6. Demographics. Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

2.7. Military. Answer all fields. Males will require their Selective Service Number. Refer to Figure 2.9.

Figure 2.9. Complete all Fields for Military.

2.8. Medical. Answer, then Save & Close. A physical for entry does not include your sports physical required for joining AFROTC. Refer to Figure 2.10.

Figure 2.10. Answer and click Save & Close.

2.9. Dependents. Answer and complete fields. If you have a dependent, you will be required to enter your dependent's contact information and acknowledgement the statements for Dependent / Dependent Care. Click Continue. Refer to Figure 2.11.

Figure 2.11. Complete all Fields for Emergency Contact and Dependents

Dependents   ✕

Are you married?   Yes ⦿   No ○

Is your spouse Military? Yes ⦿   No ○   **Select 'ND Spouse' relationship for Nondependent Spouse**

Number of Dependents   0

Provide Information for All Dependents

*Family Relationship	*Last Name	*First Name	Middle Initial	*Date of Birth	*Gender	*Address			
ND Spouse ⌄	Phillips	Jane		08/01/2001 📅	Female ⌄	123 University Road		Add	Delete

To add a dependent use the ADD button to the right of any row. Use the DELETE button to the right of your data to delete a dependent.
* Required Field

Next >

Save and Close

2.9.1. 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 2.12 and 2.13.

Figure 2.12. Read and Answer Items in Dependent / Dependent Care

Figure 2.13. Read and Answer Items in Dependent / Dependent Care

Questions/Acknowledgements   ×

Read & Acknowledge

I understand military couples with dependent(s) are required to make dependent care arrangements that allow both members to meet all military obligations and duties. I also understand each member is considered to be serving in his or her own right and must be available for worldwide assignment regardless of marital or dependent status. Additionally, I understand married Air Force couples may apply for a joint spouse assignment but there is no guarantee they will be assigned together.

☐ Acknowledge

Read & Acknowledge

I have read the information on this form and understand how it applies to me and my dependent(s). I also understand the needs of the Air Force come first and I may be involuntarily discharged should I violate any of these provisions. I certify the information on this form is of my personal knowledge and is true and correct and my recruiter did not advise me to conceal any dependency information.

☐ Acknowledge

Read & Acknowledge

I have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AFROTC retention standard. (A family member is any person over whom I have legal or physical custody or control, or who relies primarily upon me for their care, maintenance, or support regardless of age). In particular, I understand the following:

a. (Non-contract Cadet) If I am/become unmarried or marry (to include a common-law spouse) a military member (including another AFROTC cadet), and become responsible for any family member incapable of self-care I must acquire and maintain an approved Family Care Plan IAW AFI 36-2908, Family Care Plans, that will adequately cover my time in AFROTC. If I am unable or unwilling to create or maintain such a family care plan, I will no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits.

b. (Contract Cadet) If I am disenrolled from AFROTC after becoming a contract cadet I am subject to call to EAD in my enlisted grade, recoupment of scholarship benefits or release. If I have more than two (three with an approved waiver) dependents incapable of self-care I do not meet enlisted accession standards and cannot be subject to EAD in my enlisted grade. I can only be subject to recoupment or release.

☐ Acknowledge

Save & Close

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2.10. Questions / **Acknowledgements.** Click Questions/Acknowledgments. You must read and answer **all** questions and acknowledgments truthfully. 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 Figure 2.14 and 2.15.

Note: You must read and answer all questions and acknowledgments truthfully. If you do not understand the question, do not answer that portion and return to it, once the Detachment has provided clarification of the question / acknowledgment.

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

Figure 2.14. Read and Answer Items Truthfully in Questions / Acknowledgements

Figure 2.15. Read and Answer Items Truthfully in Questions / Acknowledgements

2.10.2. 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 2.16.
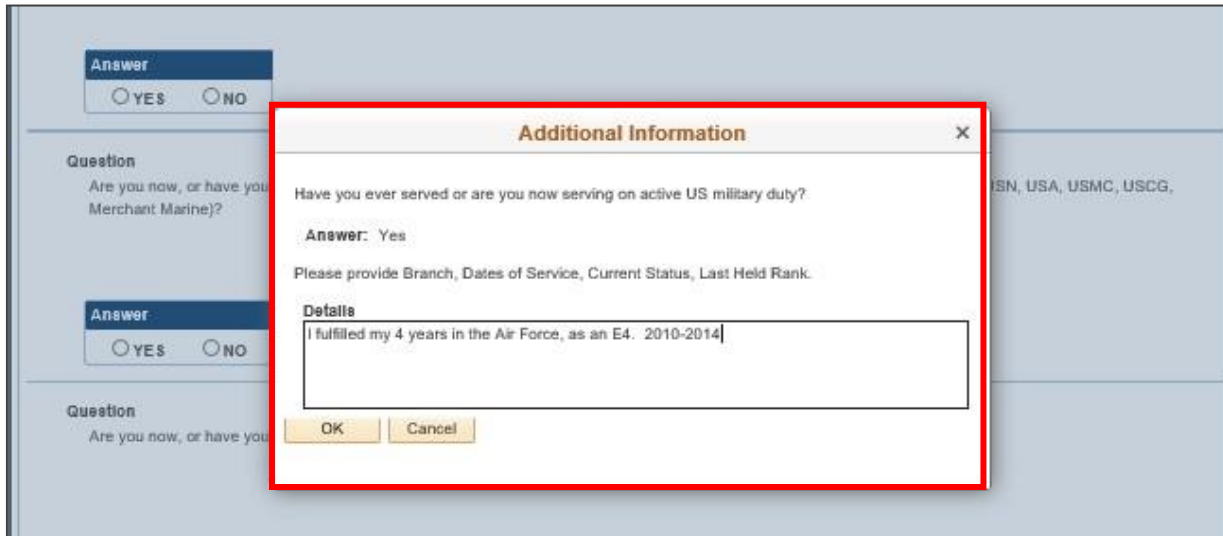
Figure 2.16. Incomplete Page.

2.10.3. An uncommon response will require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 2.17.

Figure 2.17. Provide Additional Information for an Uncommon Response.

2.10.4. Once all questions, have been answered, click Save & Close. Refer to Figure 2.18.

Figure 2.18. Provide Additional Information for an Uncommon Response
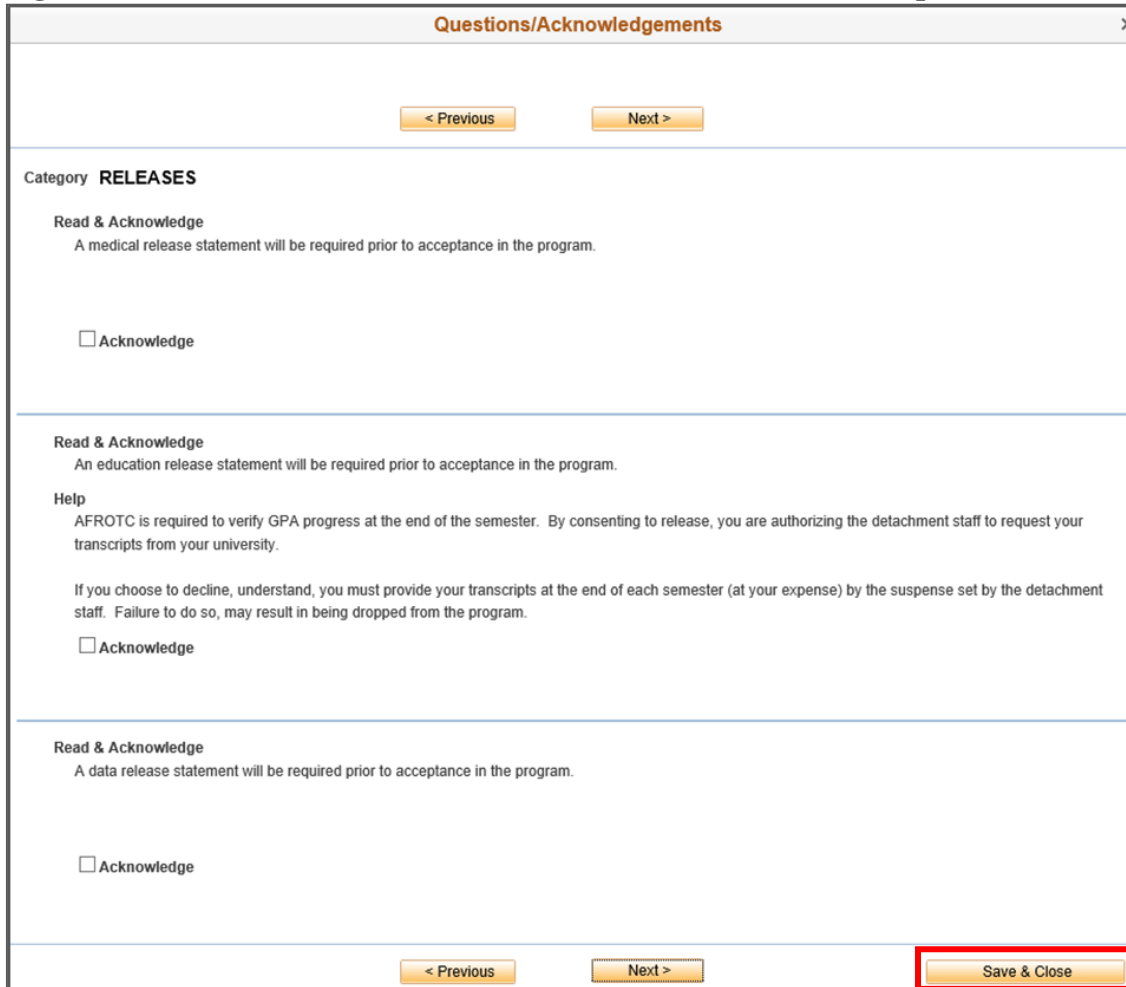
2.11. Releases & Forms. Click on Releases and Forms. Read instructions. Click on each item to download or print. It is not required for you to complete these forms prior to arriving at the Detachment—copies will be provided for you to sign during in-processing.

Figure 2.19. Click Finished Printing

2.12. Supporting Documents. Click on Supporting Documents. These documents will be collected during your in-processing at the Detachment. You are not required to upload them in WINGS.

Figure 2.20. Supporting Documents

2.13. 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 a CI is. Click Add an Involvement if you have any to report. Refer to Figure 2.22.

Figure 2.22. Click Add Involvement if You Have a Civil Involvement to Report
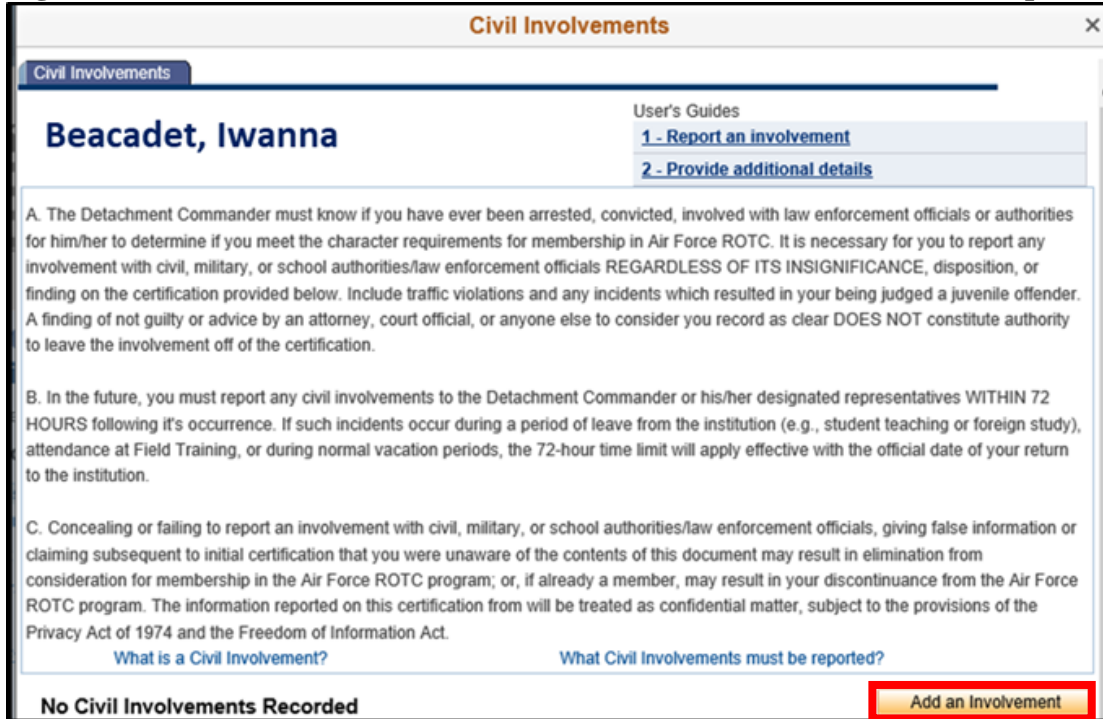
2.13.1. Provide details of the CI and upload documents. If the Cadet Statement Required box is checked, click on Cadet Statement Required link. It is a hyperlink for you to add your recollection of the CI. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and cadet statement have been provided. Refer to Figure 2.23.

NOTE: The Detachment will set a time for you to bring your supporting documents for verification and for you to certify any CIs.

Figure 2.23. Complete Fields for CI

2.14. All Items Checked. Once you receive check marks on all boxes, click Submit. The detachment will review the application and contact you for any questions and explanations. If you do not complete the checklist, the application will save automatically and you may complete the application at a later time. Refer to Figure 2.24.

Figure 2.24. Application List Items all Checked

2.14.1. Sign out of WINGS by clicking the three dots at top right corner. See Figure 2.25.

Figure 2.25. Sign Out of WINGS