

AFROTC Det 915 In-Processing Checklist

Please print this checklist and accomplish 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/new-cadets>
- Print a copy of the AFROTC Form 28 from the New Cadet Page and schedule a Sports Physical appointment with your physician. Bring the Form 28 with you to the appointment and have the physician complete it; the physician must complete this Form 28; we will not accept the physician's version of a sports physical form.
 - Scholarship cadets do not need to bring this form to orientation if they have a completed DODMERB.
 - All cadets must have a complete Form 28 in order to receive any AFROTC uniforms and participate in AFROTC activities
- Create a WINGS account and complete the application checklist. See the WINGS Applicant Guide located on the New Cadet Page.
- (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 USAF131 and USAF100 in order 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.
- Original Social Security Card (must be signed by applicant, NOT a parent/guardian)
- Selective Service Number (males only). Verify you are registered for the Selective Service. See “Check a Registration” at www.SSS.gov
- Copy of all SAT and/or ACT test scores (unofficial or official)

- College transcripts of all completed college work credited towards your undergraduate degree (unofficial copies are acceptable, but must show the hours and quality points for each class)
- Form 28 (completed by a physician)
- List of Civil Involvements (information regarding any involvement with civil, school or military authorities since age 13; i.e., traffic citation; detention or suspension; Article 15)
 - Event Details (e.g., speeding - 76 in 65, fist fight, minor in possession)
 - Date (Month and Year)
 - Institution issuing finding (city vs. state police; name of the city, school, or base)
 - Result/Outcome (e.g., paid fine and amount, in-school suspension)
 - Copies of Tickets or Court Results are preferred if available
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- 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)

Full Name: _____

West Virginia University (or Cross-town School) Student ID number: _____

Permanent Address

Address: _____

Phone Number: _____

College Address (where you physically live at the university) if different than above

Address: _____

Phone Number: _____