Required Documents Checklist
Spring 2020 New Student Orientation Processing (NSOP)
10 Jan 2020, Fri., 1000 – 1200, 118M Conference Room

INSTRUCTIONS:
Complete the AFROTC online admissions process via the Holm Center WINGS Portal and the documents listed below prior to NSOP.

NOTE: DO NOT SIGN OR DATE FORMS marked (*)
If under 18 yrs. old, a parent, guardian, or notary must sign Documents 2, 5, & 6.

When saving one of the following documents in preparation for submission, please follow this naming convention:

File Name: Form Name + Your Name (Example: DD Form 9_Stark, T.)

☐ 1. * AFROTC Form 28, AF ROTC PRE-PARTICIPATORY SPORTS PHYSICAL (if not DODMERB Qualified)
☐ 2. * DDRP MOU, Drug Testing Policy-Drug Demand Reduction Program Memo of Understanding
☐ 3. * DD Form 93, Record of Emergency Data
☐ 4. DD Form 2005, Privacy Act Statement/Health Care Records
☐ 5. * Mail Access Authorization Release
☐ 7. * Form 2030, Drug and Alcohol Abuse Certificate
☐ 8. *Form 35, Civil Involvements – You must schedule an appointment with Lt Col Stoffa to report any added involvements and provide supporting documentation.
☐ 9. DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgment
☐ 10. AU MAC FORM 19 STANDARDS OF CONDUCT

Other Documents (If Applicable)
☐ Unofficial COLLEGE TRANSCRIPTS (IF APPLICABLE)
☐ SAT/ ACT SCORES – from website or high school transcript
☐ AWARD CERTIFICATES (JROTC, EAGLE SCOUT, CAP)
☐ Original BIRTH CERTIFICATE or CITIZENSHIP PAPERS/ PASSPORT
☐ Original Signed SOCIAL SECURITY CARD
☐ SELECTIVE SERVICE LETTER/CARD (FOR MALES ONLY)

If You Have Dependents:
☐ AF FORM 3010, SOU FOR DEPENDENT CARE RESPONSIBILITY
☐ ATTACHMENT 15 - Air Force Dependency Policy SOU (Statement of Understanding)

If You Are Prior or Current Enlisted:
☐ DD Form 214, Cert of Release/Discharge from Active Duty (Active Duty)
☐ DD Form 368, Request for Conditional Release (Guard/Reserve)