

**AIR FORCE RESERVE OFFICER TRAINING CORPS  
HIGH SCHOOL SCHOLARSHIP PROGRAM**

2018 - 2019  
APPLICATION HANDBOOK

**GET YOUR DEGREE,  
LEARN TO LEAD**



# AIR FORCE RESERVE OFFICER TRAINING CORPS HIGH SCHOOL SCHOLARSHIP PROGRAM

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#### AIM HIGH!

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HQ AFROTC/RRR  
60 WEST MAXWELL BOULEVARD  
MAXWELL AFB, AL 36112-6501  
+1-866-423-7682 | FAX +1-334-953-6167  
AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL



WWW.AFROTC.COM

## MESSAGE FROM THE REGISTRAR



Thank you for taking the time to consider the Air Force Reserve Officer Training Corps and the High School Scholarship Program.

The Air Force ROTC program is available at more than 1,100 colleges and universities across the United States. The various program locations enable you to study at the college of your choice, while you earn a degree and prepare for a role as an Air Force officer upon graduation.

Air Force ROTC offers a variety of scholarships on a competitive basis to students who demonstrate outstanding academic and leadership qualities. By joining Air Force ROTC, you make the most of your college experience, while improving your time management skills, critical thinking, and physical fitness.

Air Force ROTC offers three and four-year scholarships to high school seniors, helping to relieve the financial burden of your college education so that you can focus on preparing for your future.

If you feel up to the challenge - I call on you to consider Air Force ROTC.

TED E. WELCH, Col, USAF  
Registrar, HQ Air Force ROTC



# THE ULTIMATE COLLEGE EXPERIENCE

*Air Force ROTC is a great way to help pay for college and launch your career immediately upon graduation. As a cadet in Air Force ROTC, you will have the same college experience like other students, however, you will join a group of individuals who are destined to serve as military officers in the United States Air Force.*



*Air Force ROTC cadets get a taste of military traditions by attending functions such as parades, drills, official military ceremonies and military balls. Cadets are also given opportunities to gain leadership experience through various planned activities like leadership lab and field training.*



*You will be taught by world-class faculty, Air Force officers, supplemented with distinguished guests who bring policy and history to life through firsthand experience. Unlike other students graduating from college, cadets who become Air Force officers through the ROTC program are assigned to managerial positions. Air Force ROTC allows you to get the most out of your college experience, career, and life.*

**YEAR 1**

*COURSE: AEROSPACE STUDIES (AS) 100  
LEADERSHIP LABORATORY (1-2 HRS PER WEEK)*

***(NO SERVICE OBLIGATION)***



**YEAR 2**

*COURSE: AEROSPACE STUDIES (AS) 200  
LEADERSHIP LABORATORY (1-2 HRS PER WEEK)*

***(SERVICE OBLIGATION, IF ON SCHOLARSHIP)***

***TAKE/PASS THE AIR FORCE OFFICER QUALIFYING  
TEST (AFOQT) -- CAN ONLY BE TAKEN TWICE***



**13-DAY SUMMER FIELD TRAINING  
MAXWELL AIR FORCE BASE - MONTGOMERY, ALABAMA**

**YEAR 3**

*COURSE: AEROSPACE STUDIES (AS) 300  
LEADERSHIP LABORATORY (1-2 HRS PER WEEK)*

***(MUST SIGN SERVICE CONTRACT)***



**YEAR 4**

*COURSE: AEROSPACE STUDIES (AS) 400  
LEADERSHIP LABORATORY (1-2 HRS PER WEEK)*

***(SERVICE OBLIGATION)***



**GRADUATE AND COMMISSION AS A  
SECOND LIEUTENANT IN THE UNITED STATES AIR FORCE**

# PROGRESSIVE | DELIBERATE | COMPETENCY-BASED

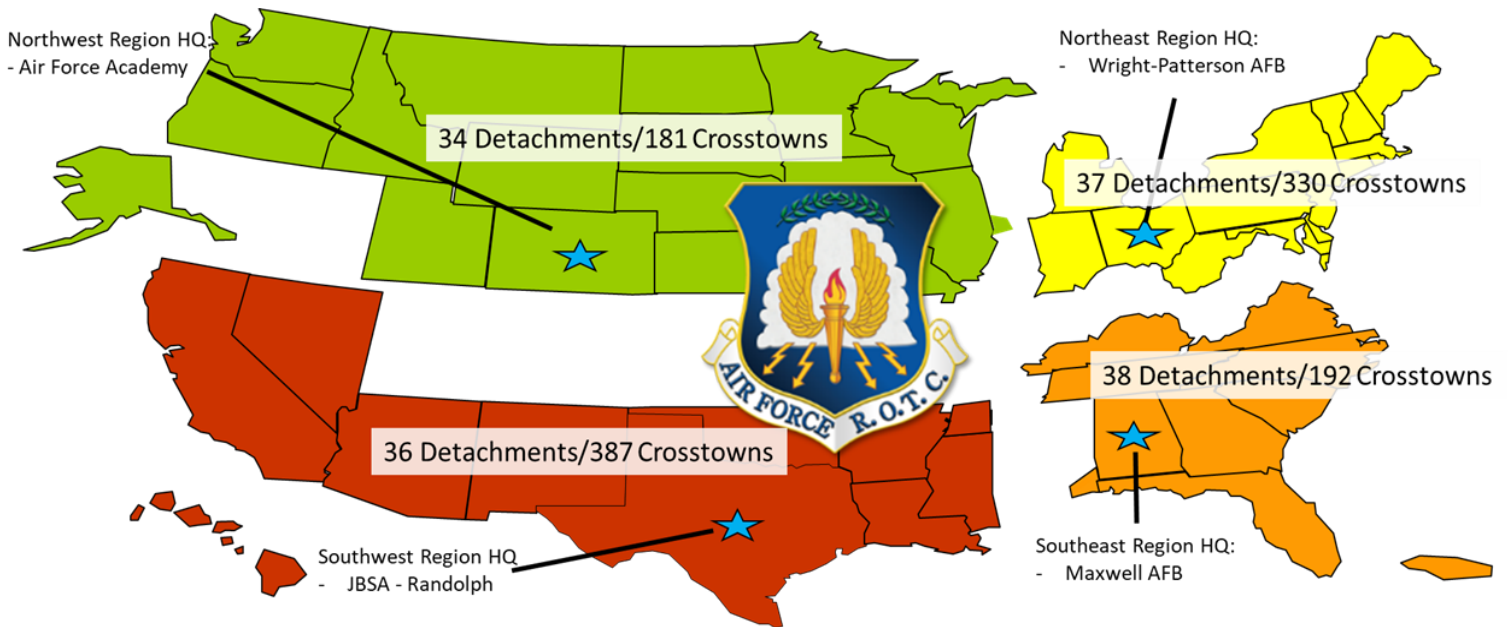


**PERSONAL (ETHICAL LEADERSHIP, CHARACTER, AIRMAN CULTURE)**

**PEOPLE/TEAM (LEADERSHIP)**

**ORGANIZATIONAL (LEADERSHIP)**

# CHOOSE FROM OVER 1,100 COLLEGES AND UNIVERSITIES ACROSS THE UNITED STATES



TO FIND OUT IF YOUR DESIRED SCHOOL OFFERS THE AIR FORCE ROTC PROGRAM, GO TO [WWW.AFROTC.COM/LOCATOR](http://WWW.AFROTC.COM/LOCATOR)



# SCHOLARSHIPS

## TYPES & BENEFITS

**TYPE 1:** A 4-year scholarship that pays full (100-percent) college tuition and authorized fees at any public or private academic institution offering the Air Force ROTC Program.

**Type 2:** A 4-year scholarship that pays up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter) in college tuition and authorized fees at any public or private academic institution offering the Air Force ROTC Program.

**Type 7:** A 4-year scholarship that pays full (100-percent) college tuition and authorized fees at a public academic institution offering the Air Force ROTC Program. The student must attend a school where he/she qualifies for the in-state tuition rate.

**Conversion Option:** Applicants who are awarded a Type 7 scholarship and wish to attend a private academic institution or a public institution where they are not qualified to receive the in-state tuition rate must elect to convert their 4-year, Type 7 offer to a 3-year, Type 2 award to retain their scholarship offer.

**NOTE:** Three-year, Type 2 scholarships are activated in the student's sophomore year, therefore, the student will be responsible, out-of-pocket or through other financial assistance, for his/her entire first-year of college.

**STIPEND ENTITLEMENTS:** All scholarship recipients receive a monthly stipend and an annual book stipend of \$900 upon scholarship activation.

Monthly stipend increase gradually based on an individual's student status.

Freshman: \$300  
Sophomore: \$350  
Junior: \$450  
Senior: \$500

**NOTE:** Three-year scholarship recipients will not begin to receive scholarship stipends or have their tuition and fees payments covered until the beginning of their sophomore year.

**TRAVEL EXPENSES:** All high school scholarship recipients are authorized a one-time travel expenses reimbursement for travel from their home to the Air Force ROTC detachment's college or university where the student intends to enroll. Reimbursements will be processed and disbursed approximately 30 days after the start of school.



FOR ADDITIONAL INFORMATION VISIT:

[WWW.AFROTC.COM/SCHOLARSHIPS/TYPES](http://WWW.AFROTC.COM/SCHOLARSHIPS/TYPES) OR [WWW.AFROTC.COM/SCHOLARSHIPS/BENEFITS](http://WWW.AFROTC.COM/SCHOLARSHIPS/BENEFITS)



APPROXIMATELY

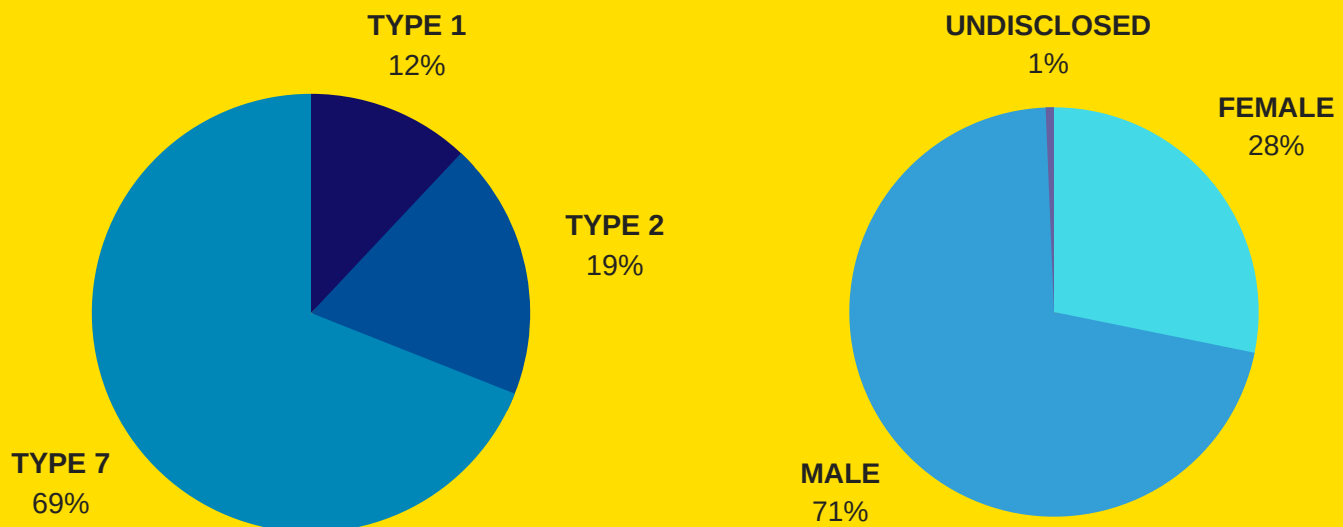
**74%**

OF SCHOLARSHIP  
RECIPIENTS  
PURSUING A  
TECHNICAL MAJOR

NON-TECHNICAL  
MAJOR  
SCHOLARSHIP  
RECIPIENTS

**26%**

# 2017 - 2018 APPLICANT PROFILE



**SCHOLARSHIP RECIPIENTS ACADEMIC AVERAGES**

**SAT - 1350    ACT - 30    GPA - 3.71**

# 2018 - 2019 HSSP CALENDAR

JULY



[www.afrotc.com](http://www.afrotc.com)

Beginning **6 July 2018**, HSSP applicants can create an AFROTC Account and begin the online HSSP application.

DECEMBER

HSSP **Board 2** Convenes:  
**10 - 14 Dec 2018**

Reminder: The December 2018 SAT/ACT date is the last for FY19 scholarship consideration

AUGUST

Recommendation:  
Applicants should register to take the SAT/ACT. Scores must be sent to AFROTC Test Code **0548**



JANUARY



**FINAL** Completed Application Deadline:  
**11:59pm CST - 31 Jan 2019**

SEPTEMBER

Recommendation: Applicants seeking Early Decision Admission are encouraged to apply to the HSSP Board 1

HSSP **Board 1** Convenes:  
**24 - 28 Sep 2018**

FEBRUARY



HSSP **Board 3** Convenes:  
**11- 15 Feb 2019**

OCTOBER



Reminder: Applicants must complete a fitness assessment, submit high school transcript(s) and complete an interview.

MARCH

HSSP **Board 4** Convenes:  
**4 - 8 Mar 2019**

HSSP **Board 5** Convenes:  
**18 - 22 Mar 2019**

NOVEMBER

Reminder: Board Results are released within 14 days after the board concludes



Individuals awarded a scholarship will be contacted via email to schedule a medical exam within two weeks of the offer email.

APRIL

Recommendation: Applicants are encouraged to evaluate their college options and secure enrollment



MAY

**FINAL DATE** to make a decision to accept/convert/decline scholarship offer: **31 May 2019**



**BEFORE APPLYING TO THE AIR FORCE ROTC HIGH SCHOOL SCHOLARSHIP PROGRAM, DETERMINE YOUR ELIGIBILITY. TO BE ELIGIBLE, YOU MUST:**



**BE AT LEAST 17 YEARS OLD** AT THE TIME THE SCHOLARSHIP WILL ACTIVATE (FALL TERM 2019 FOR 4-YEAR SCHOLARSHIP RECIPIENTS OR FALL TERM 2020 FOR 3-YEAR RECIPIENTS)



**BE NO OLDER THAN 30 YEARS OLD ON 31 DECEMBER** IN THE YEAR YOU ARE ELIGIBLE TO BE APPOINTED AS A SECOND LIEUTENANT IN THE UNITED STATES AIR FORCE



**BE A UNITED STATES (US) CITIZEN** OR BE ABLE TO OBTAIN US CITIZENSHIP PRIOR TO SCHOLARSHIP ACTIVATION (FALL TERM 2019 FOR 4-YEAR SCHOLARSHIP RECIPIENTS OR FALL TERM 2020 FOR 3-YEAR SCHOLARSHIP RECIPIENTS)



**HAVE AN UNWEIGHTED CUMULATIVE GRADE POINT AVERAGE (GPA) OF 3.0 OR HIGHER** ON A 4.0 SCALE AT THE COMPLETION OF THE 11TH GRADE.



**HAVE A MINIMUM TEST SCORE ON THE SCHOLASTIC APTITUDE TEST (SAT) OF 1240** OR THE AMERICAN COLLEGE TESTING (ACT) OF 26.



**SUBMIT A COMPLETE APPLICATION PACKAGE (MY AFROTC APPLICATION) TO HEADQUARTERS AIR FORCE ROTC FOR SCHOLARSHIP CONSIDERATION NO LATER THAN 31 JANUARY 2019**

**YOU ARE NOT ELIGIBLE FOR THE AIR FORCE ROTC HIGH SCHOOL SCHOLARSHIP PROGRAM, IF YOU:**



**ARE NOT A US CITIZEN AND ARE UNABLE TO OBTAIN US CITIZENSHIP PRIOR TO SCHOLARSHIP ACTIVATION.**



**HAVE AN UNWEIGHTED CUMULATIVE GPA BELOW A 3.0 ON A 4.0 SCALE AT THE COMPLETION OF THE 11TH GRADE.**



**HAVE A SAT SCORE BELOW 1240 OR ACT SCORE BELOW 26.**



**HAVE PREVIOUSLY OR ARE CURRENTLY ENROLLED IN COLLEGE AS A FULL-TIME STUDENT (12 OR MORE CREDITS PER TERM) (DOES NOT APPLY TO JOINT HIGH SCHOOL/COLLEGE CREDIT PROGRAMS).**



**HAVE ATTENDED A MILITARY ACADEMY OR PREP SCHOOL.**



**ARE AN ACTIVE DUTY MILITARY MEMBER WHO MUST REQUEST EARLY SEPARATION TO PARTICIPATE IN THE PROGRAM. (MEMBERS WITH ALREADY ESTABLISHED SEPARATION DATES MAY APPLY).**

## COMPLETE YOUR AIR FORCE ROTC HIGH SCHOOL SCHOLARSHIP PROGRAM APPLICATION IN SEVEN EASY STEPS:

1

Go to [www.afrotc.com](http://www.afrotc.com), click the **Get Started** button and create an Air Force ROTC Account

2

Complete and Submit the **My Profile** page

3

Complete and Submit all required information within the **My AFROTC Application** checklist. (send SAT/ACT scores using Test Code 0548).  
**DEADLINE: 31 January 2019**

4

Complete a formal scholarship interview  
**(MUST have complete My AFROTC Application and be fully eligible)**

5

The completed application package (required items submitted to your **My AFROTC Application** and an **Interview Report**) are reviewed by the next available high school scholarship selection board

6

Receive email to initiate Medical Qualification Examination (Physical)  
**(Required ONLY for individuals offered a scholarship)**

7

Accept or Decline scholarship offer no later than **31 May 2019**  
**(offers may be accepted prior to receiving medical exam results)**

FIND STEP-BY-STEP APPLICATION INSTRUCTIONS (VIDEO FORMAT) AT:

**AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)  
HIGH SCHOOL SCHOLARSHIP PROGRAM (HSSP) COUNSELOR CERTIFICATION FORM**

**APPLICANT SECTION**

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

**INSTRUCTIONS:** Request an official or unofficial high school transcript. Ensure that your transcript includes grades received in the 9th through the 11th grade. If you have attended more than one high school, you may have to request a transcript from each high school attended.

Print and present this form to your current high school guidance counselor for completion. Your high school guidance counselor will review your transcript, verify your grade point average (GPA) and indicate whether you have completed any Advanced Placement (AP) or International Baccalaureate (IB) courses using this certification form.

Once your high school counselor has completed and signed the certification form, scan and upload the form and a copy of your transcript(s), separately, to your Air Force ROTC High School Scholarship Program online application **NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019**. To submit the counselor certification form and your high school transcript(s), log into your Air Force ROTC Account with the User ID (email address) and password used to create your account at <https://wings.holmcenter.com> and upload the documents to your online application in the appropriate fields.

**HIGH SCHOOL GUIDANCE COUNSELOR SECTION**

**INSTRUCTIONS:** Review applicant's transcript and verify his/her unweighted cumulative grade point average (GPA) for grades earned in the 9th through 11th grade. Do not provide a GPA prior to the applicant's completion of the 11th grade. Ensure to provide an unweighted cumulative GPA calculated on a 4.0 scale. The maximum unweighted GPA for the Air Force ROTC High School Scholarship Program is a 4.0.

Once you have verified the applicant's GPA, complete the remainder of this form with the requested information and return the form to the applicant. The applicant will be responsible for scanning and uploading the completed form to his/her online application.

**NOTE:** If an applicant has a cumulative unweighted GPA below a 3.0 for grades earned in the 9th through 11th grade, brief the applicant that they are not eligible for the Air Force ROTC High School Scholarship Program and **DO NOT** sign the form.

**I HEREBY CERTIFY THAT ALL THE BELOW INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE:**

The applicant, named above, has an unweighted cumulative grade point average (GPA) for grades received in the 9th through 11th grade of:

GPA: \_\_\_\_\_ on a 4.0 scale.

The applicant, named above, has taken AP and/or IB courses in the 9th through the 11th grade (DO NOT include AP/IB courses taken in the 12th grade):

YES                       NO

COUNSELOR'S FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

COUNSELOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HIGH SCHOOL NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS CONCERNING THESE INSTRUCTIONS OR IF YOU DESIRE ADDITIONAL INFORMATION, PLEASE VISIT OUR WEBSITE [WWW.AFROTC.COM](http://WWW.AFROTC.COM), EMAIL [AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL](mailto:AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL) OR CALL TOLL FREE 1-866-423-7682.**

**PDF version of the counselor certification form can be downloaded within the online application or at <https://www.afrotc.com/scholarships/application>**

# AIR FORCE ROTC SCHOLARSHIP PHYSICAL FITNESS ASSESSMENT (PFA) CERTIFICATION FORM

## Description

Air Force ROTC require High School Scholarship applicants to complete a Physical Fitness Assessment (PFA) and record the results using this certification form. The PFA consists of three events: one-minute push-ups, one-minute sit-ups, and a 1.5 mile run. There is a rest period of up to five (5) minutes in between events. Upon completion, scan and upload form to your online application at <https://wings.holmceneter.com> by 11:59pm Central Time on **31 JANUARY 2019**. There will be no exceptions on extending deadline due to the weather. plan accordingly.

## AFROTC Applicant Information

Print Name:

High School: (if Home Schooled leave blank):

I certify that I, the applicant named above, do not have any current or pre-existing medical conditions and that I am not taking any medications which would preclude me from participating in, and completing the PFA. I am in good health and I do not suffer from any physical illness or injury.

I am requesting an exemption from taking the PFA due to a documented physical injury (i.e., a broken leg, arm, mono, etc.), which preclude me from completing the PFA. I have attached a letter from my doctor with my full name, date of birth, address, and a description of my injury/illness.

Applicant Signature/Date: \_\_\_\_\_ Parent/Legal Guardian Signature/Date: *(Required for applicants under 18 years of age)*

Test Administrator Info *(ONLY high school officials/teachers may administer the Physical Fitness Assessment (PFA) and certify results. If you are Home Schooled, your parent(s) may administer the test.*

Name:

Title:

Test Date:

Telephone/Email: ( \_\_\_ ) \_\_\_ - \_\_\_ - \_\_\_

Signature:

## Air Force ROTC Physical Fitness Assessment Instructions

### Push-Up Event (1 Minute)

**Instructions:** The start position begins with the hands shoulder width apart, elbows fully extended, body straight and feet together or up to 12 inches apart. To complete a repetition, the applicant lowers his/her body, maintaining a straight back, until the upper arm is parallel with ground, then returns to the start position. Once the one-minute push-up period has started, candidate may not lift their arms or legs off the ground. They may rest in the "start" position. They may also bend at the waist and the knees to relax the back, always maintaining 4-point contact with the ground. Before resuming push-ups, they must return to the "start" position.

**Number of Repetitions:**

### Sit-Up Event (1 Minute)

**Instructions:** The start position is lying on the floor with face up, knees bent at a 90-degree angle, and feet/heels in contact with the floor at all times. The heels and buttocks must remain on the floor during the entire assessment. The applicant's arms will be crossed over the chest with the hands at the shoulders or resting on the upper chest. A complete crunch is accomplished when the upper torso of the applicant is raised off the floor, the elbows touch the knees or thighs, and the upper torso is lowered back to the floor until the shoulder blades touch the floor. The hands must stay in contact with the shoulders/upper chest at all times. Once the one-minute crunch period has started, the applicant may only rest in the up position. If the applicant rests in the down position, the test will be terminated. The applicant may secure their feet under a stationary object or have an observer hold their feet (no higher than the ankles).

**Number of Repetitions:**

### Run Event (1.5 Mile)

**Instructions:** The 1.5-mile run must be performed on a measured track or course. The applicant may walk during the event, as long as they stay on the track/ course. The applicant may not receive physical assistance from anyone while performing the event, however, verbal encouragement is acceptable.

**DO NOT USE A TREADMILL**

**Time: \_\_\_ Min \_\_\_ Sec**

**NOTE: AFROTC WILL NOT ACCEPT FITNESS ASSESSMENTS FROM ANY OTHER BRANCH OF SERVICE, TO INCLUDE THE US AIR FORCE ACADEMY.**

# AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) HIGH SCHOOL SCHOLARSHIP PROGRAM (HSSP) APPLICATION INSTRUCTIONS

## SECTION I – GENERAL INFORMATION

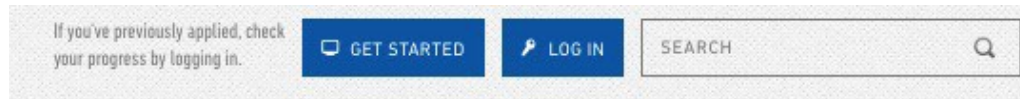
In order to receive and activate an Air Force Reserve Officer Training Corps (AFROTC) high school scholarship, an applicant must: (1) be at least 17 years old, (2) be no older than 30 years old on 31 December in the year the applicant will be appointed as a second lieutenant in the Air Force (10 U.S.C. 2107), (3) be a citizen of the United States, (4) attain a minimum unweighted cumulative grade point average of 3.0 on a 4.0 scale for grades received in 9th through 11th grade, (5) achieve a minimum SAT score of 1240 or a minimum ACT score of 26, (6) complete a physical fitness assessment consisting of a 1.5-mile run, 1-minute sit-ups, and 1-minute push-ups, (7) enroll at a college or university with an AFROTC detachment, and (8) complete a formal interview. Additionally, an applicant's scholarship is contingent upon completion of a medical examination which must be reviewed and certified as medically qualified for Air Force ROTC by the Department of Defense Medical Examination Review Board (DoDMERB) prior to scholarship activation. More information on the AFROTC program and scholarship opportunities are contained at <http://www.afrotc.com>.

## SECTION II – APPLICATION PROCEDURES

The High School Scholarship Program Selection Boards convene at Headquarters AFROTC, Maxwell Air Force Base, Alabama. Your file will be considered by a board when you have (1) completed the **My Profile** page, (2) submitted all required information and documents at the **My AFROTC Applicant** checklist, (3) AFROTC receives a satisfactory college entrance exam score, (4) all eligibility requirements are met, and (5) the formal interview report is received.

## SECTION III – ONLINE APPLICATION

To apply for high school scholarship consideration, you must have an AFROTC Account. To create an Air Force ROTC Account, go to [www.afrotc.com](http://www.afrotc.com) and click on the blue [Get Started](#) button (shown below) at the top right-hand corner of the screen.



A valid email address is required to create an Air Force ROTC Account. If you already have an AFROTC Account, click the [Login In](#) button (shown above) and then select the **Sign In** tile (icon shown below).



**NOTE:** We highly recommend that applicants utilize a laptop or desktop computer when completing the online application. We suggest that you keep a record of your Air Force ROTC Account User ID and Password below, so you that you do not misplace it.

**User ID (email address):** \_\_\_\_\_ **Password:** \_\_\_\_\_

There is a two-part process to completing your online application for the Air Force ROTC High School Scholarship Program.

**PART I:** Once you are logged into your Air Force ROTC Account, you will be required to complete a **My Profile** page with your first name, last name, gender, date of birth, citizenship status, social security number, current country, current physical address, and a primary phone number. Our Education Technicians will review your profile to determine your age and citizenship eligibility for the Air Force ROTC and the High School Scholarship Program. Please allow 3 – 5 business days for the review of your profile.

**PART II:** Upon determining your basic eligibility, you will receive an email from Air Force ROTC stating the status your application and prompting you to log back into your Air Force ROTC Account to complete the **My AFROTC Application** checklist. To be considered for an Air Force ROTC high school scholarship, be sure to select the **YES** radio button next to the prompts: *Apply for the AFROTC High School Scholarship Program and Join AFROTC*. All required scholarship information and documents, to include your SAT/ACT scores, must be received by the Air Force ROTC Scholarships Branch **NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019**.

Once all your information is received and approved by an Education Technician, you will receive a follow-up email informing you of your eligibility or ineligibility for high school scholarship consideration.



## SECTION IV – COLLEGE ENTRANCE EXAMINATION (SAT/ACT) SCORES

Air Force ROTC requires the submission of one of the two following college entrance examination scores:

(1) Scholastic Aptitude Test (**SAT**) or (2) American College Testing (**ACT**)

**MINIMUM SCORE REQUIRED:** Air Force ROTC employs a minimum test score for scholarship consideration:

**SAT: 1240 OR ACT: 26**

**INSTRUCTION:** To submit your SAT and/or ACT scores to Air Force ROTC, follow the directions below:

(1) When registering for the **SAT or ACT**, use the following code to ensure your scores are sent directly to AFROTC: **0548**.

(2) **SAT ONLY:** After taking the SAT, request a score report be sent directly to Air Force ROTC by signing in to your College Board account at <https://www.collegeboard.org> and selecting the Send Available Scores button, search for the AFROTC test code **0548**.

(3) **ACT ONLY:** After taking the ACT, request a score report be sent directly to Air Force ROTC by signing into your ACT Account at <http://www.act.org>, be sure to have your score sent directly to AFROTC test code **0548**.

**NOTE:** Air Force ROTC will accept submission of the "old" SAT or ACT tests, both redesigned in 2016.

**WARNING:** Applicants should take the SAT/ACT by the **December** date. Air Force ROTC will **ONLY** accept scores sent electronically from the testing organizations themselves. Air Force ROTC **WILL NOT** accept superscores. The SAT superscore is the sum of your highest Math and Evidence-Based Reading/Writings score, regardless of test date. The ACT superscore is the average of your highest Math, Science, Reading, and English section scores, regardless of test date. **ONLY** single test date scores will be considered.

## SECTION V – REQUIRED DOCUMENTS AND FORMS

Below is a list of documents and forms required as Part II of the online application process. Use this checklist as a guide to ensure you have submitted all of the required information. The required forms are available electronically within this handbook and via the Part II (*My AFROTC Application*) of the online application at <https://wings.holmcenter.com>.

### OFFICIAL OR UNOFFICIAL HIGH SCHOOL TRANSCRIPT

Request a transcript from each high school attended. If your current high school transcript includes grades and/or courses taken at previous high school(s), only the current high school transcript is required.

**NOTE:** High school transcript(s) must include all courses taken and grades received in the 9th through the 11th grade.

**INSTRUCTION:** Scan and upload transcript(s) as one document to your online application by going to <https://wings.holmcenter.com> and clicking the **Sign In** tile.

**GPA:** Input your unweighted cumulative grade point average (GPA) for grades received in the 9th through the 11th grade in the required field on your online application. Remember, the minimum required GPA to be eligible for Air Force ROTC High School Scholarship Program consideration is:

**MINIMUM UNWEIGHTED GPA: 3.0 ON A 4.0 SCALE**

**SUBMIT TRANSCRIPT(S) AND INPUT GPA  
NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019**

### COUNSELOR CERTIFICATION FORM

**INSTRUCTION: STEP 1:** Print a copy of the AFROTC HSSP Counselor Certification Form.

**STEP 2:** Complete the Applicant Section of the Counselor Certification Form.

**STEP 3:** Present the Counselor Certification Form to your current high school counselor for completion.

**STEP 4:** Once your counselor completes and signs the form, scan and upload it to your online application by going to <https://wings.holmcenter.com> and clicking the **Sign In** tile.

**SUBMIT COUNSELOR CERTIFICATION FORM  
NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019**

## AFROTC PHYSICAL FITNESS ASSESSMENT (PFA) CERTIFICATION FORM

**INSTRUCTION:** The physical fitness assessment (PFA) consists of three events: 1-minute sit-ups, 1-minute push-ups, and a 1.5-mile run. Detailed instructions for each event are contained within the AFROTC Physical Fitness Assessment (PFA) Certification Form. For the purpose of high school scholarship consideration, there are no minimum required scores.

**ADMINISTRATOR:** Only high school officials (i.e., PE instructor, sports coach, math teacher, guidance counselor, principal, JROTC Instructor, etc.) may administer the PFA. For home schooled students, a parent or guardian is categorized as a high school official, therefore, a parent or guardian may administer the PFA.

**WARNING:** Members of any component of the Armed Forces (military) are PROHIBITED from administering the PFA.

**EXEMPTION:** Should an injury or medical issue prevent an applicant from completing the PFA by the application deadline, applicants may be exempt from completing the PFA by submitting a waiver in the form of a medical letter from a doctor explaining the reason(s) the applicant should be exempt from completing the physical fitness assessment requirement.

### COMPLETE PHYSICAL FITNESS ASSESSMENT AND SUBMIT CERTIFICATION FORM NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019

**NOTE:** In order for Air Force ROTC to release scholarship funds (activate your scholarship) in the Fall semester of your freshman year for 4-year scholarship recipients or the Fall semester of your sophomore year for 3-year scholarship recipients, **if a scholarship is awarded to you**, you must meet Air Force ROTC height and weight standards as posted at <https://www.afrotc.com/program-requirements/physical>.

## ACTIVITY SHEET

The Activity Sheet is a vital part of your scholarship application.

**INSTRUCTIONS:** To complete the Activity Sheet, sign into your Air Force ROTC Account at <https://wings.holmcenter.com>, go to the **My AFROTC Application** tile, and click on the Activity Sheet tab. You will be asked to provide your experiences from the 9th through the 11th grade in the following categories: School Clubs; Non-School Clubs, Music, Sports, Volunteer, and Work. Be sure to indicate all that applies.

**WARNING: DO NOT** include any activities or experience history completed in the 12th grade.

### COMPLETE ACTIVITY SHEET NO LATER THAN 11:59PM CENTRAL TIME ON 31 JANUARY 2019

## SECTION VI – FORMAL SCHOLARSHIP INTERVIEW

### ONLY FULLY ELIGIBLE APPLICANTS ARE SCHEDULED FOR A FORMAL SCHOLARSHIP INTERVIEW

1. Once your application status goes from 'ACTIVE' to 'ELIGIBLE', you will receive an email informing you of your eligibility to continue on to a High School Scholarship Program interview. You must complete the formal interview to be considered for an Air Force ROTC high school scholarship.
2. An Air Force ROTC detachment will contact you to schedule the formal scholarship interview **within 20 days** of receiving your eligibility email. The detachment selected for your interview is based on the zip code you provided in your online application, please ensure you provide an accurate address. Virtual interviews are available on a case-by-case basis as determined by Headquarters Air Force ROTC and the interviewing detachment. Travel to and from the interview is at your own expense.
3. Friends or family members may accompany you to the Air Force ROTC detachment. This will be a great opportunity for them to find out more about the Air Force ROTC program and the scholarship process. However, they will not be allowed to be with you during the official question and answer portion of the interview.
4. Dress professionally. If you are a member of an Air Force Junior ROTC Program, you may wear your Junior ROTC uniform.
5. Bring a copy of your Activity Sheet. You may print a copy of your Activity Sheet by logging into your Air Force ROTC Account at <https://wings.holmcenter.com> and accessing the AFROTC Application To-Do List and clicking on Activity Sheet. Be prepared to discuss your high school career and accomplishments.
6. During your visit, a detachment staff member will measure your height and weight. This is **not** a scholarship disqualifying factor. After the interview, a report with the interviewer's recommendation, to include your height and weight measurement, will be forwarded to the High School Scholarship Section. Your application will be reviewed by the next available selection board.

## SECTION VII – SELECTION BOARD

1. You will undergo a competitive selection process. The “best qualified” applicants are selected by the Registrar upon recommendation by a Selection Board. Selection factors include academic performance, curricular and extracurricular activities, community service, work experience, and the recommendation of the Air Force officer who conducts your scholarship interview.
2. **YOU WILL BE NOTIFIED OF THE SELECTION BOARD RESULTS BY EMAIL** (*usually within 14 days after the board convenes*). You may also check the status of your application by signing into your Air Force ROTC Account at <https://wings.holmcenter.com>.
3. You may receive one of the following three (3) Board Result:
  - (1) **Selected or Scholarship Offered**, which indicates you have been offered an Air Force ROTC high school scholarship;
  - (2) **Re-boarded**, which indicates that your application will be reviewed again on the next available selection board;
  - (3) **Not Selected**, which indicated that your application will no longer be considered for a high school scholarship.
4. Applicants who are not selected for an Air Force ROTC high school scholarship are encouraged to still consider participating in the Air Force ROTC program with the possibility of being considered for other scholarship opportunities while in college. For more information on the Air Force ROTC In-College Scholarship Program, contact the detachment at your desired college or university. You may use the following link to assist you, <http://afrotc.com/locator>.

## SECTION VIII – SCHOLARSHIP OFFER ACADEMIC MAJOR CATEGORIES

The Air Force ROTC High School Scholarship Program offers scholarships in the following academic major categories:

### ANY APPROVED MAJOR | TECHNICAL MAJOR | FOREIGN LANGUAGE MAJOR

1. If you are awarded an ANY APPROVED MAJOR high school scholarship, you may pursue a degree in **any** academic major approved and accredited by your college or university, to include any technical or foreign language major.
2. If you are awarded a TECHNICAL MAJOR high school scholarship, you must pursue an Air Force ROTC High School Scholarship Program approved critical technical academic major. Choose from the following AFROTC HSSP approved critical technical majors list: **Aeronautical Engineering; Aerospace Engineering; Architectural Engineering; Architecture; Astronautical Engineering; Chemistry; Civil Engineering; Computer Engineering; Computer Science; Electrical Engineering; Environmental Engineering; Mathematics; Mechanical Engineering; Meteorology/Atmospheric Sciences; Nuclear Engineering; Nuclear Physics; Operations Research; and Physics.**
3. Technical degrees must be a BACHELOR OF SCIENCE, not a bachelor of arts. Engineering degrees must be accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET).
4. If you are awarded a FOREIGN LANGUAGE major high school scholarship, your degree must be a BACHELOR OF ARTS. Choose from AFROTC HSSP approved foreign language list: **Arabic; Arabic (Modern Standard); Azerbaijani; Baluchi; Bengali; Cambodian; Chinese - Amoy; Chinese - Cantonese; Chinese - Mandarin; Chinese - Wu; Hausa; Hindi; Indonesian; Japanese; Javanese; Kazakh; Kurdish; Korean; Malay; Pashtu; Persian-Afghan; Persian-Iranian; Punjabi; Russian; Slavic Languages; Somali; Swahili; Tagalog; Turkish; Uighur; Urdu; Uzbek; and Vietnamese.**
5. Verify that your technical or foreign language major is offered at your selected college or university at <http://afrotc.com/locator>.

## SECTION IX – SCHOLARSHIP OFFER TYPES

**TYPE 1** – Air Force ROTC High School Scholarship Program offers Type 1 scholarships to applicants each cycle. Type 1 offers are **4-year** scholarships used to cover **100%** of an applicant’s **tuition and fees** at any academic institution with an Air Force ROTC detachment (**PUBLIC OR PRIVATE**).

**TYPE 2** – Air Force ROTC High School Scholarship Program offers Type 2 scholarships to applicants each cycle. Type 2 offers are **4-year** scholarships used to cover **up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter)** of an applicant’s **tuition and fees** at any academic institution with an Air Force ROTC detachment (**PUBLIC OR PRIVATE**).

**TYPE 7** – Air Force ROTC High School Scholarship Program offers Type 7 scholarships to applicants each cycle. Type 7 offers are **4-year** scholarships used to cover **100%** of an applicant’s **tuition and fees** at **ONLY PUBLIC** academic institutions with an Air Force ROTC detachment where the applicant qualifies for the **In-State Tuition Rate**. **CONVERSION OPTION:** Type 7 recipients who wish to attend an out-of-state public school or a private academic institution may convert their 4-Year, Type 7 award to a 3-Year, Type 2.

**WARNING:** For applications choosing to convert their scholarship from a Type 7 to a Type 2, be aware that Air Force ROTC will not pay for the first-year of college. It is the applicant’s responsibility to pay out-of-pocket for 100% of his/her tuition and fees for the first-year. Applicants are still required to participate in the Air Force ROTC program during their freshman year. Air Force ROTC will activate the 3-Year, Type 2 scholarship and begin covering **up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter)** beginning in the applicant’s sophomore year. **AIR FORCE ROTC SCHOLARSHIPS DO NOT COVER ROOM AND BOARD.**

## SECTION X – ACCEPT SCHOLARSHIP OFFER

### OPTION ONLY AVAILABLE TO APPLICANTS AWARDED A SCHOLARSHIP

1. To **accept** your Air Force ROTC high school scholarship, you must be admitted to a college or university with a host or crosstown Air Force ROTC detachment. Once you have committed to a qualifying college or university, sign into your Air Force ROTC Account at <https://wings.holmcenter.com>, click on the **Scholarship Offered** tile, then select the **Accept/Decline Offer** link. On the first offer page, select **ACCEPT** from the dropdown menu, then select 'Next'. On the next page, you will be prompted to select your chosen School's **State**, the **School**, your intended academic **Major**, and your **State of Legal Residence**. Please use the magnifying glass icon to select each item from the displayed menu.
2. If you are a 4-Year, Type-7 recipient choosing to convert to a 3-Year, Type 2 scholarship, click the ratio button next to Convert to 3-Year, Type 2.
3. You are required to submit a legible copy of your letter of admission/acceptance (LOA) from your chosen college or university. Remember, your acceptance letter must be from a college or university offering **both** the Air Force ROTC Program and the bachelor degree in the academic major in which your scholarship is awarded. To submit your acceptance letter, scan or save a copy to your laptop or desktop computer. Click the **Attach** link on the application, browse your computer and locate the file you wish to upload, then select 'OK'. Your LOA file should now be uploaded, select 'Submit'.
4. Once you accept your offer and submit your acceptance letter, your Air Force ROTC Education Technician will review the LOA and approve or reject it. If your LOA is approved, no further action is required. If your LOA is rejected, you will receive an email explaining why your LOA was rejected and follow-up actions needed.

**NOTE:** You may accept your scholarship offer **prior** to completing the medical qualification process, however, Air Force ROTC will not release scholarship funds (activate your scholarship) until you receive a certified medical qualification.

**MUST ACCEPT AIR FORCE ROTC SCHOLARSHIP OFFER NO LATER THAN 11:59PM CENTRAL TIME ON 31 MAY 2019**  
**WARNING: FAILURE TO ACCEPT OFFER BY THIS DEADLINE MAY RESULT IN A WITHDRAWN OFFER**

## SECTION XI – DECLINE SCHOLARSHIP OFFER

To **decline** your Air Force ROTC high school scholarship, you must be admitted to a college or university with a host or crosstown Air Force ROTC detachment. Once you have committed to a qualifying college or university, sign into your Air Force ROTC Account at <https://wings.holmcenter.com>, click on the **Scholarship Offered** tile, then select the **Accept/Decline Offer** link. On the first offer page, select **DECLINE** from the dropdown menu, then select 'Submit'.

**ONCE YOU DECLINE YOUR AIR FORCE ROTC SCHOLARSHIP OFFER, IT CANNOT BE REINSTATED AT A LATER DATE.**

**MUST DECLINE AIR FORCE ROTC SCHOLARSHIP**  
**NO LATER THAN 11:59PM CENTRAL TIME ON 31 MAY 2019**

## SECTION XII – MEDICAL EXAMINATION

### ONLY REQUIRED FOR APPLICANTS AWARDED A SCHOLARSHIP

1. Your selection as an Air Force ROTC High School Scholarship Program recipient is contingent upon your completion of a medical examination and being certified as medically qualified for Air Force ROTC by the Department of Defense Medical Examination Review Board (DoDMERB). You will be notified by DoDMERB to schedule your medical exam within two (2) weeks of receiving your scholarship offer (notification) email. If you do not receive a notification within two (2) weeks, contact DoDMERB immediately at 1-800-841-2706.
2. The DoDMERB certification process typically takes 90-120 days from the time you are notified to schedule the initial exam. DoDMERB will notify you of your official medical status in writing. You may also check the status of your medical evaluation by logging into your [Department of Defense Medical Exam Testing System \(DoDMETS\) Account](#).

**DO NOT CONTACT HQ AIR FORCE ROTC WITH MEDICAL STATUS INQUIRIES.**  
**FOR ALL MEDICAL STATUS INQUIRIES CONTACT DoDMERB DIRECTLY AT 1-800-841-2706.**

3. If you are found to be medically disqualified, a waiver request will automatically be forwarded on your behalf from the Department of Defense Medical Examination Review Board (DoDMERB) to the Air Education and Training Command Surgeon General (AETC/SG) for consideration. If your waiver request is denied and you believe there are extenuating circumstances that justify further consideration, follow the instructions in the DoDMERB notification letter to submit rebuttal information.
4. If you have already completed a medical evaluation (physical) for any branch of service, including the United States Air Force Academy, you will not be required to complete another medical evaluation. DoDMERB will reevaluate your file to determine if you meet the medical requirements for Air Force ROTC.

## SECTION XIII – MILITARY SERVICE OBLIGATION

1. Applicants are under no obligation to serve in the United States Air Force by simply applying for Air Force ROTC high school scholarship consideration. However, if an applicant is awarded a scholarship, he/she become obligated to serve in the United States Air Force upon accepting the scholarship and signing an Air Force ROTC contract.
2. The minimum service commitment is four (4) years as an active duty (full-time) commissioned officer in the United States Air Force and an additional four (4) years in the Individual Ready Reserves (IRR) in an inactive status.

**WARNING:** Initial service commitments can range up to 10 years of active duty (full-time) military service, as determined by the designated career field (i.e. Pilot).

## SECTION XIV – FREQUENTLY ASKED QUESTIONS (FAQs)

**Q: I forgot my Air Force ROTC Account username and/or password, what should I do?**

**A:** Your Air Force ROTC User ID is the email address you used to create your account. Remember, your User ID and password are both case sensitive. To reset your password, go to <https://wings.holmcenter.com> and select the **Sign In** tile, then select **Forget Password?**. You will be prompted to enter your User ID and then asked to answer a user validation (security) question. If you are unable to validate your account using the security question, email [afrotc.collegescholarshipprogram@us.af.mil](mailto:afrotc.collegescholarshipprogram@us.af.mil) for assistance.

**Q: I am a junior in high school, can I apply for an Air Force ROTC high school scholarship?**

**A:** Air Force ROTC requires applicants to submit a high school transcript that contains all course grades earned in the 9th through the 11th grade. Therefore, juniors must wait to complete the 11th grade before submitting an Air Force ROTC scholarship application.

**Q: I am enrolled in a joint high school/college credit program, am I still eligible for an AFROTC high school scholarship?**

**A:** Yes. Individuals enrolled in a joint high school/college program prior to high school graduation are eligible to apply, pending they meet all other eligibility requirements. Joint high school/college students may apply even after receiving an associate degree.

**Q: I have already graduated from high school. Can I apply for an Air Force ROTC high school scholarship?**

**A:** Yes. Individuals who have already earned a high school diploma or equivalent and meet all other eligibility requirement may apply if they have no history of full-time college enrollment. Full-time college enrollment is 12 or more credit hours per term.

**Q: I am an active duty Airman, am I eligible for the Air Force ROTC High School Scholarship Program?**

**A:** Yes. Active duty Airmen who meet all the other eligibility requirements may apply for high school scholarship consideration if they have established a date of separation. If the Airman intends to separate early from the military, they are not eligible for the High School Scholarship Program and must apply through the Enlisted Commissioning Programs (ECP), details at <https://www.afrotc.com/scholarships/enlisted>.

**Q: I received a technical major scholarship, however, I am no longer interested in pursuing a technical major. Can I switch my major to a non-technical without losing my scholarship?**

**A:** Yes, but ONLY if you would have received a non-technical major scholarship offer initially as determined by your ranking on the selection board results. To determine your eligibility to switch your major, email your Education Technician. If your last name begins with A – K, email [afrotc.hssp2@us.af.mil](mailto:afrotc.hssp2@us.af.mil). If your last name begins with L – Z, email [afrotc.hssp3@us.af.mil](mailto:afrotc.hssp3@us.af.mil).

**Q: What other benefits are available to me as an Air Force ROTC High School Scholarship Program winner?**

**A:** You receive a \$900 annual book stipend and a monthly living expense stipend of \$300 as a Freshman (AS100), \$350 as a Sophomore (AS200), \$450 as a Junior (AS300) and \$500 as a Senior (AS400).

**Q: I already have a full or partial scholarship, what will happen to my Air Force ROTC scholarship money?**

**A:** Air Force ROTC pays second, which means that your Air Force ROTC scholarship will pay the remaining balance after all other scholarship and/or grant funds are applied to your tuition and fees invoice balance. All scholarship funds go directly to your college or universities bursar's (finance) office. Contact your school's Air Force ROTC Detachment or Financial Aid division to discuss additional financial incentives available to you.

**Q: My degree requires a five years to complete, will Air Force ROTC cover my tuition and fees for the fifth year?**

**A:** Yes, additional terms of scholarship payments can be authorized for students pursuing a Secretary of the Air Force (SAF) approved five-year major, download list at <https://www.afrotc.com/scholarships/types>.

**IF YOU HAVE ANY QUESTIONS CONCERNING THESE INSTRUCTIONS, EMAIL [AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL](mailto:AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL)**

