I AM APPLYING FOR:

RANK:	NAME (FIRST, MI LAST):		SSN:	DOB (DD-MMM-YY):

E-MAIL ADDRESS:		ASSIGNED BASE/MAJCOM:		AFSC:

PROJ DET # AND UNIVERSITY:	MAJOR:		PROJ START DATE:	PROJ GRAD DATE:

WAIVER REQUEST & TYPE(IF ANY):

SCORES:

SAT/ACT:	AFOQT/AA:
GPA:	AFOQT/V:
PFA:	AFOQT/Q:

Highlight Applicable Answers. (Review notes as you complete items)

Is this the most current checklist?	Yes	No	**Check website for most current copy** **Updated 7 May 14**
Can applicant afford to separate?	Yes	No	If no, applicant is not eligible. Selects will have to separate from the Air Force, live off the economy and be a full time student.
APPROVED WAIVERS			
Has applicant submitted all required documents in AFI 36-2013 table 1.1., & AFROTC website to support waiver request(s)/approval(s)?	Yes	No	N/A *Highlight N/A if doesn't apply*
SOAR ONLY			
AF Form 1206 Nomination for Award Submitted?	Yes	No	If no, applicant is not eligible.
Will MAJCOM receive SOAR package?	Yes	No	If no, applicant is not eligible. HQ AFROTC/RRUE will only review packages that are mailed from the MAJCOM.
AFOQT, ACT, SAT, TRANSCRIPTS			**Transcripts must be originals.**
Has AFOQT scores from AFPC website and has a minimum verbal score of 15 and a minimum quantitative score of 10?	Yes	No	If no, applicant must have an approved waiver to be eligible. Cannot apply for a waiver until the second test failure.
Has at least one of the three. A minimum academic aptitude score of 57 or a minimum ACT score of 26 or a combined reading and math score of 1180? **(ASCP/SOAR)**	Yes	No	If no, applicant is not eligible.
Has ACT or SAT results been provided?	Yes	No	N/A *Highlight N/A if doesn't apply*
Has CCAF transcript been provided?	Yes	No	If no, applicant is not eligible. Must submit in package.
Have all other transcripts been provided?	Yes	No	If no, applicant is not eligible. Must submit in package.
AF FORM 56			**(Ensure All Sections are filled out)**
Is information entered correctly, such as dates, personal data, scores, etc.? (*p. 1*)	Yes	No	Use scores from AFPC website/verify data on SURF
Does applicant have civil/military involvements? (*p. 2*)	Yes	No	If yes, applicant must have an approved waiver to be eligible with an AFROTC IMT 4, 14 and all court records if there are: Three Cat 5 offenses during time spent on active duty or three or more in any 365 day period in the last 3 years require a waiver. One Cat 4 offense during time spent on active duty or two or more in the last 3 years or three or more in a lifetime require a waiver. Any Cat 1-3 or Art 15/court martial in a lifetime requires a waiver.
Has applicant ever filed bankruptcy? (*pp. 2-3*)	Yes	No	If yes, applicant must have an approved waiver to be eligible with an AFROTC IMT 4, 14 & 117 and include bankruptcy in Item 18.
Pursuing a second bachelor degree or graduate degree? (*p. 3*)	Yes	No	If yes, applicant is not eligible.
Initialed/filled out blocks 21 A-H, L-L2, 22, 22B & signed by applicant? (*pp. 3-4*)	Yes	No	If no, applicant is not eligible.
Has a minimum 2.5 cum GPA? **(POC-ERP)** (*p. 5*)	Yes	No	If no, applicant is not eligible.
Has a minimum of 24 hours of graded college course work with a 3.0 cum GPA? **(ASCP/SOAR)** (*p. 5*)	Yes	No	If no, applicant is not eligible.
Signed by ESO? (*p. 5*)	Yes	No	If no, applicant is not eligible.
Initialed/filled out blocks 26 A-B, 27 (if applicable), 28A-C2, rate 28 A-J, comment 28K and signed by Squadron CC? (*pp. 5-6*)	Yes	No	If no, applicant is not eligible.
SURF			*Single Page Surf must be from AMS Website, dated NET 15 August*
Is the applicant single with a dependent?	Yes	No	If yes, must include AF Form 357 if selected.
Is the applicant mil to mil with a dependent?	Yes	No	If yes, must include AF Form 357 if selected.
Assignment Availability Code (AAC 05), (Applied for commission through a service Academy/OTS/AECP) with an expiration date after the board release date?	Yes	No	If no applicant is not eligible. *Board release date is normally around March.*
Assignment Limitation Codes (ALC) like WMP, Medical hold, O, 44, 28, etc.?	Yes	No	If SURF shows any ALCs, member must have an approved waiver or is not eligible.
On Control Roster or UIF?	Yes	No	If yes, applicant is not eligible.
Is there any derogatory information that will prevent the applicant from reenlisting?	Yes	No	If yes, applicant is not eligible.
Does the applicant have an assignment?	Yes	No	If yes, applicant must have an approved waiver to be eligible.
CONUS – Does the applicant have at least one year time on station by board convening date?	Yes	No	N/A If no, must have approved waiver. Highlight N/A if doesn't apply

OCONUS – Has applicant served at least half of his or her overseas tour by at least 30 days prior to class start date and has not applied before the 25th day of the 8th month before DEROS?	Yes	No	N/A If no, must have approved waiver. Highlight N/A if doesn't apply
Does applicant have enough retain-ability to separate no earlier than 30 days before their class start date? (recommend DOS/DEROS be after class start date)	Yes	No	If no, applicant may submit package but must extend upon selection or the applicant will become ineligible.
Does applicant have at least one year time in service (TIS)?	Yes	No	If no, approved waiver is required.
Is applicant a US Citizen?	Yes	No	If no, applicant is ineligible.
Will member turn 31years of age **at any time during the calendar year** the member graduates in? **(ASCP/SOAR)**	Yes	No	If yes, applicant is not eligible.
Can applicant commission by age 30 or has an approved age waiver to commission up to age 35? **(POC-ERP)**	Yes	No	If no, applicant is not eligible.
Is applicant PRP decertified/disqualified?	Yes	No	If yes, applicant must have an approved waiver to be eligible.
Is member a tech school student?	Yes	No	If yes, applicant is not eligible.
EPRs/APRs			
Are all EPRs included and signed by rater, indorsed and dated?	Yes	No	If no, applicant is not eligible.
Has a memo been provided for any gaps in reporting period(s)?	Yes	No	Must provide all reports or a memo for any period not reported/rated.
FITNESS ASSESSMENT			**Documentation must be from AF Fitness Management System (AFFMS on AF Portal)**
Performed, passed all fitness events and scored 75 or higher? *(Fitness test must be current by at least 31 January)*	Yes	No	If no, applicant is not eligible.
ACADEMIC STATUS			
Has provided letter stating whether or not college courses are presently taken?	Yes	No	If no, applicant is not eligible. Transcript(s) must be provided prior to fall class start date.
ACADEMIC PLAN/AFROTC IMT 48			Must be finalized - no pending changes or corrections.
Is, student name, school, detachment # and major annotated?	Yes	No	If no, applicant is not eligible.
Is Technical Major accredited?	Yes	No	If no, major is non- technical.
Is the applicant's major identified as either "mandatory" or "desired," to qualify for an Air Force Specialty Code as listed in the Air Force Officer Classification Directory, or it is a foreign language major? **(ASCP/SOAR)**	Yes	No	If no, applicant is not eligible.
Projected Date of Graduation (DOG) reflects month and year? (Ex. May–2015)	Yes	No	Must be annotated to ensure estimated time of graduation and commissioning.
Can earn a degree and complete program in two–four years? **(ASCP/SOAR)**	Yes	No	If no, applicant is not eligible. *Degree plans that require an extra semester (ex., 2.5, 3.5 year academic plans) will not receive scholarship entitlements unless they are in a SAF approved 5 year major.*
Can earn a degree and complete program in two years? **(POC-ERP)**	Yes	No	If no, applicant is not eligible.
Approved and signed by university?	Yes	No	Must be signed and dated.
Approved and signed by gaining unit?	Yes	No	Must be signed and dated.
More than negative 3 credit hours?	Yes	No	If yes, any credits over -3 must be explained.
Are classes that only apply to degree major included on the academic plan and identified as yes on academic plan?	Yes	No	If no, applicant is not eligible. Only required classes are accepted. *(Select Y or N in Mandatory Column)*
Are there more than 5 non-traditional courses in any academic year or more than 3 per term?	Yes	No	If yes, applicant is not eligible. *(Select Y or N in Non-Traditional Column)*
Are AFROTC classes included?	Yes	No	If no, applicant is not eligible.
Will student have 24 semester/36 quarter hours of math & or physical science or 4 semesters/6 quarters of foreign language (in the same language) before he or she commissions? **(ASCP/SOAR)**	Yes	No	If no, applicant is not eligible. (Add hours on AFROTC IMT 48 and prior classes taken.) (Each course must maintain at least a C-).
Is Field Training scheduled?	Yes	No	If no, applicant is not eligible.
Are there less than 12 credit hours per semester/term?	Yes	No	If yes, applicant is not eligible.
Are there more than 18 credit hours per semester/term?	Yes	No	If yes, applicant is not eligible.

By signing this checklist you are stating that you have submitted all required documents and have met all program requirements IAW AFI 36-2013, AFROTCI 36-2011 and the enlisted commissioning website. Any requirements not met or any missing documentation will make your package incomplete and will be disapproved.

X _____

If selected you will be required to submit additional documentation before you will be authorized to separate:

Fitness Assessment/Body Max Index Letter - Template letter will be provided once selected.	Updated Transcripts and an **AFROTC IMT 48** - If applicable.
A letter of unconditional acceptance/admission (on University's letterhead) from the school in a specific **program/department starting for the fall semester** must be provided as soon as possible.	**Updated Surf and AF 422** Physical Profile Serial Report or PHA documentation from MTF stating - "Based on full record review the member is medically qualified for continued enlistment, commissioning and is cleared for worldwide duty. Member does not have an AF form 469 Duty Limiting Condition Report, describing duty limitations or exemption from any component for fitness testing. Member has not had PRK or Lasik surgery within the last 12 months." This must be signed by the PES, Profile Officer, and Health Care Provider *(minimum 2 signatures)*.
Program Acceptance Letter and Statement of Understanding - Template will be provided.	**AF 357 (Family Care Plan)** - If applicable.