# AFROTC DET 510 APPLICANT CHECKLIST

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| 01 | Schedule an appointment with Mr. Vineyard (<vineyard@unm.edu>) by visiting LoboAchieve.unm.edu where you can view his calendar and reserve any available time posted to complete your AFROTC Form-48 (Degree Plan) prior to attending NSOP.  
   • You may also find LoboAchieve scheduling instructions here if needed. |
| 02 | Use AFROTC Guide - Applicant Onboarding to create a WINGS online application and initiate joining our program. This will also assist us in preparing for your arrival.  
   • When done email TSgt Torres (<mtorres2490@unm.edu>) & TSgt Cornman (<aparillo@unm.edu>) to verify completion. |
| 03 | Complete AFROTC Form 28 (Sports Physical) prior to participating in any AFROTC physical activities (which may include NSOP)  
   • Contact TSgt Torres (<mtorres2490@unm.edu>) or SSgt Cornman (<aparillo@unm.edu>) with any questions about this form. |
| 04 | Birth Certificate or Naturalization Certificate (MUST BE ORIGINAL or Certified True Copy)  
   If you were born abroad and acquired citizenship at birth or through naturalization of parents a valid Passport, FS Form 240, DS Form 1350, INS Form N-560A, or N-561 can be used.  
   NON-US Citizens – Must provide Immigration Form I-551 (Permanent Resident/Green Card) to become applicant. |
| 05 | Social Security Card (MUST BE ORIGINAL) – Ensure that it is signed. |
| 06 | Selective Service Registration Card or Number (male applicants only – not for prior service). |
| 07 | Copy of Immunization Records – Must reflect MMR x2 and Varicella x2 (chicken pox) vaccines (or positive blood titer). |
| 08 | Upload the following documents (only if applicable) within your WINGS online application prior to your arrival:  
   - Copy of JROTC Completion Certificates (or supporting documentation).  
   - Copy of Civil Air Patrol (CAP) Certificates - Earhart, Mitchell or Spaatz awards only.  
   - Copy of Eagle Scout/Gold Award Certificate or Card.  
   - Copy of Private Pilot’s License (PPL) and Flight Log.  
   - Prior Service Applicants Only:  
     - Copy 4 of DD Form 214, Certificate of Release or Discharge from Active Duty  
     - Copy of DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States  
     - Note: Applicants who were prior service members of any branch of the armed forces must have their prior service verified prior to granting membership to verify reenlistment eligibility.  
   - If you had any prior officer training: Copy of DD Form 785, Record of Disenrollment from Officer Candidate-Type Training.  
     - Note: A waiver of previous disenrollment must be requested if you have had any prior officer training. |
| 09 | If a HSSP Scholarship Recipient – Submit/bring a copy of travel expense receipts along with a copy of your orders.  
   Other various academic documents such as test scores and transcripts may be requested at a later date. |

### Attachments:
- **Initial Uniform Guidance**  
  (please review this guidance prior to NSOP and bring any questions you have; you are not required to have these items by NSOP)
- **Map to AFROTC Detachment 510**

Please be sure to check your official (.edu) email address regularly during this process.

(Last Updated: 14 July 2020)