

AFROTC Application Documents

Instructions on how to properly complete the following forms

*These forms can be completed and then brought into the office at any time prior to the start of the semester or at the New Student Cadet Orientation. Contact us at afrotc_recruiter@byu.edu or afrotc_NCO@byu.edu for questions. We will scan the documents and upload them to your WINGS account.

*Any documents that need a witness signature will be signed by the AFROTC Cadre when you come to the office or at the orientation. Anyone can sign as the witness (no notary needed), but we prefer the AFROTC Cadre sign it so we can verify everything was filled out properly. Please wait to sign any documents needing a witness signature until you are in their presence.

*If you have the ability to scan the documents and upload them to WINGS, you may do so once they are completely filled and signed. We can also scan them at the AFROTC office. Please make sure that everything on the page is clearly visible and easy to read. *Only upload the documents that do not need the Cadre to sign.* After scanning the document (please do not just take a picture of it) and saving it to your computer, please open the file to assure that the document is clear and readable before uploading it to your WINGS account. Name each file according to the titles listed below and then LastName. Once the file has been uploaded and you click save, you will not be able to reupload the document so please make sure it is the correct file.

Pre-Participatory Sports Physical

AFROTC Form 28

This form must be taken into a health clinic or to a doctor and be given the sports physical. Instructions for the medical staff are near the top of the page, right under the name block (they do not need to do a body fat measurement). After this has been completed, this must be signed by AFROTC Cadre. Any of the cadre in the office can sign this document.

Record of Emergency Data

DD Form 93

- There are two sides to this document. Please fill in the appropriate information in the following blocks:

(Front)

1- Name

2- SSN

3- Service/Civilian Category - check the Air Force AND the civilian boxes

- 4a- Spouse name (if applicable; if not, check the appropriate box for single, widowed, or divorced)
- 4b- Address - this should be your address even if not married, don't forget the phone number
- 5- Children names (if applicable)
- 6a/b- Father's name and address, don't forget the telephone number
- 7a/b- Mother's name and address, don't forget the telephone number
- 8a/b- *Only fill out if you DO NOT want us to notify your mother, father, or spouse if you are injured or become ill. Otherwise leave blank.
- 9-10- LEAVE BLANK

(Back)

- 11-14- LEAVE BLANK (you will fill this out at a later time when you contract)
- 15- Sign here
- 16-17- Witness signature and date (AFROTC Cadre will sign as witness)

Privacy Act Statement - Healthcare Records

DD Form 2005

- Read and understand. Make sure that you have given your signature at the bottom of the page along with your social security number and the date (blocks 5-7).

Drug Testing Policy

- Read, understand, and sign. If you are under 18 yrs old, a parent/guardian must also sign.
- This form must be signed by AFROTC Cadre. Please print a hard copy of this document and bring it into the AFROTC Office.

Mail Access Authorization Release (for official US Air Force Correspondence)

- Read, understand, and sign. If you are under 18 yrs old, a parent/guardian must also sign.
- This document is an optional release form.
- If you choose to sign the form, it must be signed by AFROTC Cadre. Please print a hard copy of this document and bring it into the AFROTC Office.
- If you choose to not sign the form, please inform the AFROTC Cadre.

Release of Student Records (in compliance with PL 93-389)

- Read, understand, and sign. If you are under 18 yrs old, a parent/guardian must also sign.
- This form must be signed by AFROTC Cadre. Please print a hard copy of this document and bring it into the AFROTC Office.