

**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, EMAIL AFROTC.COLLEGESCHOLARSHIPPROGRAM@US.AF.MIL OR CALL TOLL FREE 1-866-423-7682.