

Air Force Reserve Officer Training Corps



AY24-25 Scholarship Applicant Guide **Effective 01 July 2023**



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

01 July 2023

MEMORANDUM FOR RECORD

FROM: AFROTC/RRU

SUBJECT: AY24-25 Air Force Reserve Officer Corps Scholarship Application Guide

1. This guide has been produced in order to assist prospective Air Force Reserve Officer Corps. (AFROTC) cadets in applying for a scholarship through the High School Scholarship Program and to facilitate a quality, effective, and efficient process. This guide provides foundational information and guidance for use during the AY24-25 scholarship selection cycle.
2. It is recommended that you ensure ample time to complete your application in order to avoid delays or missed deadlines. Some application components require information from a third-party. Expect to need 2-3 weeks from start to finish for the completion of all components except the interview.
3. If you have any questions not found within this guide, please reach out to your scholarship technicians at afrotc.hssp2@us.af.mil and afrotc.hssp3@us.af.mil for last names beginning with A-J and K-Z respectively.

///SIGNED//

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Deputy Branch Chief, Accessions

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Chapter 1. Overview & Cycle Information

1.1. Introduction. The purpose of the Air Force Reserve Officers Training Corps (AFROTC) High School Scholarship Program (HSSP) is to provide an incentive to attract, recruit, and retain a diverse, intellectual, and leadership-focused talent pool of high school seniors and high school graduates with no full-time college experience. This talent pool will serve to meet accession objectives for the U.S. Air Force (USAF) and/or U.S. Space Force (USSF), hereafter referred to as Department of the Air Force (DAF). This guide implements and supplements established scholarship policies in AFROTCI 36-2011, *Cadet Operations*.

1.2. Application Assistance. Once you have started the scholarship application process, it is critical that you stay in contact with your scholarship technician. Your scholarship technician will be able to assist you with the application process and answer questions. For those with the last name beginning with A-J, contact afrotc.hssp2@us.af.mil; for those with the last name beginning with K-Z, contact afrotc.hssp3@us.af.mil.

1.3. Prospective Applicants. *Prospective applicants must intend to enroll in their academic program and enter the AFROTC beginning in the 2024-2025 academic year.* Prospective applicants planning to take one or more gap years between high school graduation and college entrance *must* apply during the cycle for the academic year in which they intend to enroll in college and begin the AFROTC program.

1.4. Board Information. The national selection board process is used to select the most qualified individuals to receive a 4-year undergraduate scholarship to AFROTC, ideally leading to commissioning as a USAF/USSF officer. Eligible applicants compete and are selected for a scholarship offer based on individual merit. It should be noted that competition for an AFROTC scholarship is extremely competitive with only a small percentage of applicants being selected to receive a scholarship. ***NOTE: Award of an AFROTC scholarship does not guarantee commissioning as an officer in the USAF/USSF. All AFROTC cadets must compete nationally for continuation in the program during their sophomore year of college.***

1.5. Board Schedule. The board schedule for HSSP and HSSP-SF can be found in *Table 3.2 – AY24-25 HSSP Board Schedule & Key Dates* **and** *Table 4.2 – AY25-25 HSSP-SF Board Schedule & Key Dates*. All application components and the interview must be received by AFROTC/RRUC by the cut-off date for an applicant to meet the respective board. Applicants are encouraged to complete all components accurately and as soon as possible to minimize processing delays. ***No extensions to established deadlines and cut-off dates are authorized.***

Chapter 2. Eligibility

2.1 Application Eligibility. This chapter outlines the application eligibility and will assist you in determining your eligibility. While the below criteria must be met in order to apply for a scholarship, it is not a guarantee of consideration or selection for a scholarship. AFROTC

scholarship awards are subject to the needs of the DAF. No exceptions to the below eligibility criteria are authorized.

2.2 Program Entrance. Intend to begin an undergraduate program at an institution with an AFROTC affiliation and enter the AFROTC program beginning the 2024-2025 academic year. Applicants planning to take one or more gap years following high school graduation should apply for an HSSP during the selection cycle prior to the academic year in which they intend to start an undergraduate program and enter the AFROTC program.

2.3 Age. Be at least 17 years of age at the time of the scholarship activation and enlistment, and no more than 30 years of age by 31 December of the commissioning year.

2.4 Citizenship. Be a United States citizen or able to obtain citizenship by the last day of the first term of your freshman year. ***Important: You cannot contract/activate scholarship until becoming a US citizen.***

2.5 Standardized Testing. Must have a minimum SAT score of **1240** or a minimum ACT score of **26**. You may submit multiple scores and AFROTC/RRUC will use the highest singularly achieved test score for the board application received as of the submission deadline outlined in *Table 3.2 – AY24-25 HSSP Board Schedule & Key Dates OR Table 4.2 – AY25-25 HSSP-SF Board Schedule & Key Dates*.

2.5.1 SAT and/or ACT scores must be received directly from the test administration authority (e.g., The College Board) electronically using the AFROTC scholarship program code **0548**.

2.5.2 Super scoring from multiple tests **is not** authorized. Multiple tests may be submitted and AFROTC will use the test with the highest scores during the evaluation.

2.6 Grade Point Average. Must have a minimum unweighted Cumulative Grade Point Average (CGPA) of 3.0 as measured at the end of your junior year in high school. CGPAs provided cannot contain any coursework from your senior year. If your school uses a weighted CGPA, your school counselor must convert it to an unweighted CGPA.

2.7 Physical Fitness Assessment. Applicants must complete an unofficial physical fitness test (PFA). The test must be administered using the same methods and instructions as an official test, however, is not a pass/fail. A waiver may be requested if a temporary medical condition precludes you from completing one or more components of the PFA. You are only permitted to submit one PFA scoresheet. Subsequent PFA scores submission **will not** be accepted.

2.8 Post-Secondary Institution Attendance. Applicants must not have attended a post-secondary institution or academy prep school as a full-time student. Exception: Attendance as part of high school coursework (e.g., dual enrollment programs) is permitted.

2.8.1 For the purposes of scholarship consideration, US Air Force Academy Preparatory Schools are considered post-secondary institutions.

2.8.2 Students who have participated in a joint high school and college credit program prior to high school graduation may still apply. Students in this situation may apply after receiving an associate degree, provided they were never a full-time student at a post-secondary institution.

2.9 Home School Applicants. Home schooled students are eligible to apply for an AFROTC scholarship.

2.10 Prior Service. Active-duty military members who have not previously enrolled in full-time college may apply for HSSP, if they have an established date of separation and meet the eligibility requirements outlined above. If the member intends to separate early from the military, the member must apply through the one of the Enlisted Commissioning Programs - visit <https://www.afrotc.com/scholarships/enlisted/ascp-soar/> for more info. Guard and Reserve members may apply, but must obtain release from their component to contract with AFROTC by the activation deadline.

2.11 Interview. All scholarship applicants are required to complete an interview with an AFROTC detachment. Interviews cannot be scheduled until your application is determined eligible. Upon obtaining eligible status, your application will be referred to an AFROTC detachment, closest to your home of record, and they will contact you to schedule the interview. The purpose of the interview is to determine your potential as an Air or Space Force officer.

Chapter 3. U.S. Air Force High School Scholarships (HSSP)

3.1 HSSP. Refers to the High School Scholarship Program for those applicants interested in pursuing a career in the U.S. Air Force. This is a 4-year scholarship.

Table 3.2 – AY24-25 HSSP Board Schedule & Key Dates.

Board Number	Application Cut-Off Date	Board Start Date	Board End Date	Projected Release Date
24HS01	20 Oct 23	23 Oct 23	27 Oct 23	10 Nov 23
24HS02	23 Feb 24	26 Feb 24	1 Mar 24	15 Mar 24
01 Jul 2023	AY24-25 HSSP Selection Cycle Begins / Application Window Opens			
31 Dec 2023 ²	Deadline – Last day to initiate application/questionnaire			
11 Jan 2024 ³	Deadline – Last day to submit missing documents to become eligible			
31 May 2024	Deadline – Last day to accept scholarship offers			
Notes:				
1. Board schedule based on USAF needs and is subject to change.				
2. You must have at least started the online application.				
3. Interviews are not required to be completed by this date, however, must be completed by the board cut-off date in order to meet the respective selection board.				

3.3 Commission Intent. Applicants receiving an HSSP will be considered for a USAF commission. Applicants will NOT be offered the opportunity to track a USSF commission. **IMPORTANT:** Receipt of an HSSP scholarship is **NOT** a guarantee of commissioning into the USAF.

3.4 Action Required for Consideration. To be considered for a HSSP scholarship you must meet all HSSP scholarship eligibility requirements **AND** opt-in to the HSSP board by indicating on your HSSP application an interest in commissioning in the USAF. **The deadline to apply for HSSP is 31 Dec 2023 and you must become eligible by 11 Jan 2024.**

3.5 Competing for both HSSP and HSSP-SF scholarship opportunities. Applicants are able to compete for both the HSSP & HSSP-SF scholarship boards. If an applicant is offered a scholarship from either board (HSSP or HSSP-SF), they will no longer be considered for a future board scholarship (e.g., If an applicant meets an HSSP board first & is offered a scholarship, they will no longer be eligible to compete in the HSSP-SF board (regardless of if an applicant has indicated interest in a HSSP-SF scholarship, they will not be eligible for an HSSP-SF scholarship if they are offered an HSSP scholarship first). Reference paragraph 3.3. *Commission Intent*, for further guidance. NOTE: If non-selected from the HSSP-SF board and depending on how the applicant ranked on the HSSP-SF board, their application may or may not meet the last HSSP scholarship board of the cycle. If applicants are considered for a re-board opportunity, they will be emailed by HQ ROTC.

3.6 Electronic Communications & Notifications. AFROTC will use e-mail for all official communications with applicant. Applicants will be notified when they become board eligible and the subsequent board result. Applicants should ensure that the e-mail address listed on their application is correct and accurate. It is strongly encouraged that applicants should add the e-mail address wings.donotreply@holmcenter.com to their safe sender list with the e-mail service provider to ensure notifications are not treated/handled as spam by their email provider.

3.7 Scholarship Offer Types. AFROTC offers a Type 1 (full tuition and fees) scholarship. Table 3.8 lists the Type 1, the scholarship benefits, and institution limitations. AFROTC will strive to align scholarship offer type and categories with each applicant’s preference, however, all offers are subject to needs of the USAF.

3.7.1. Room Scholarship. Applicants who do receive a scholarship will have the option to convert their tuition scholarship to a room scholarship where on-campus living will be paid for up to \$10,000 a school year.

Table 3.8 – HSSP Scholarship Offer Types & Categories

Type	Description
Type 1	Full tuition & fees (no cap). May be used at both private and public institutions.
Room Scholarship	Converted tuition scholarship covering on-campus housing

Category	Description
Critical	Degree programs qualified for AFROTC technical classification.
Foreign Language	Degree programs classified as approved foreign languages.
Non-Technical	Degree programs not part of AFROTC technical or foreign languages categories. May include traditional STEM majors. The list of critical majors is provided during completion of the online application.

3.9 Additional Scholarship Benefits. In addition to full tuition & fees, each scholarship includes the following benefits.

3.9.1 Activation Travel Allowance. Scholarship recipients traveling to the detachment with the full intent to activate a scholarship are authorized a Permanent Change of Station (PCS) travel allowance. Scholarship recipients whose scholarships are later terminated are authorized terminal travel allowance from the institution of enrollment to their home of record. For details on the payment of authorized travel allowances, contact the detachment at the institution where you intend to enroll.

3.9.2 Textbook Allowance. Scholarship recipients are authorized a \$900 annual textbook allowance upon contracting and scholarship activation. Payment of the textbook allowance is paid in the amount of \$450 twice per academic year during the fall and spring terms.

3.9.3 Monthly Stipend. Scholarship recipients are authorized a monthly stipend upon contracting and scholarship activation. For current stipend amounts, please visit <https://www.afrotc.com> or contact the AFROTC detachment at the institution you intend to enroll.

Chapter 4. U.S. Space Force High School Scholarship (HSSP-SF)

4.1 HSSP-SF. Refers to the High School Scholarship Program for those applicants interested in pursuing a career in the U.S. Space Force. This is a 4-year scholarship.

Table 4.2 – AY24-25 HSSP-SF Board Schedule & Key Dates.

Board Number	Application Cut-Off Date	Eligibility Cut-Off Date	USSF Interview Cut-Off Date	Board End Date	Projected Release Date
24SF01	30 Nov 2023 ²	31 Dec 2023 ³	10 Jan 2024	9 Feb 2024	23 Feb 2024
1 July 2023		AY24-25HSSP-SF Selection Cycle Begins / Application Window Opens			
Notes:					
1. Board schedule based on USSF needs and is subject to change.					
2. You must have at least submitted an initial online application.					

3. Interviews are not required to be completed by this date, however, must be completed by the board cut-off date in order to meet the respective selection board.

4.3 Application Requirements. Any policies or requirements not explicitly addressed in this chapter for the HSSP-SF program shall be covered under the HSSP policies and requirements.

4.4 Commission Intent. Applicants receiving an HSSP-SF will be contacted by the USSF and offered the opportunity to opt-in for the USSF Selection Board during the end of their AS200/beginning of their AS300 year(s) to track towards a commission in the USSF. This opt-in is NOT mandatory. **IMPORTANT:** Receipt of an HSSP-SF scholarship is **NOT** a guarantee of commissioning into the USSF nor is it required to commission into the USSF.

Note: Eligible cadets not on an HSSP-SF scholarship will be afforded the opportunity to compete for a USSF commission while in the AFROTC program.

4.5 Action Required for Consideration. To be considered for a HSSP-SF scholarship you must meet all HSSP scholarship eligibility requirements **AND** opt-in to the HSSP-SF board by indicating on your HSSP application an interest in commissioning in the USSF. **The deadline to apply for HSSP-SF is 30 Nov 2023 and you must become eligible by 31 Dec 2023.** Applicants that do not indicate a USSF interest will only be considered for an HSSP-DAF scholarship.

4.6 Competing for both HSSP and HSSP-SF scholarship opportunities. Applicants are able to compete for both the HSSP & HSSP-SF scholarship boards. If an applicant is offered a scholarship from either board (HSSP or HSSP-SF), they will no longer be considered for a future board scholarship (e.g., If an applicant meets an HSSP board first & is offered a scholarship, they will no longer be eligible to compete in the HSSP-SF board (regardless of if an applicant has indicated interest in a HSSP-SF scholarship, they will not be eligible for an HSSP-SF scholarship if they are offered an HSSP scholarship first). It is important to remember that both the HSSP & HSSP-SF scholarships are virtually identical & recipients of the HSSP-SF scholarship will be offered opportunities to track USAF or USSF career paths during college. Reference paragraph 4.4. *Commission Intent*, for further guidance. NOTE: If non-selected from the HSSP-SF board and depending on how the applicant ranked on the HSSP-SF board, their application may or may not meet the last HSSP scholarship board of the cycle. Applicants will receive an email regarding the second HSSP board once HSSP-SF board results have been released.

4.7 Board Information. The HSSP-SF national selection board process will be conducted in three phases. During Phase I, AFROTC will conduct the initial evaluation of applicants for most qualified and eligible applicants. During Phase II, the USSF will invite applicants to complete a recorded interview. In phase III, the USSF will assess the eligible applicants produced during Phase I and II and make final scholarship selections. At the conclusion of Phase III, USSF will notify AFROTC of scholarship selects who in turn will send out board result notifications to applicants that met the board.

Note: As soon as a cadet has applied and is considered eligible the USSF will send out the invite for the interview. Applicants are encouraged to do this as soon as possible. **All USSF interviews must be completed NLT 10 Jan 2024.**

4.8 Scholarship Offer Types. AFROTC offers a Type 1 (full tuition and fees) scholarship. Table 4.9 – HSSP-SF Scholarship Offer Types & Categories, lists the Type 1, the scholarship benefits, and institution limitations. AFROTC will strive to align scholarship offer type and categories with each applicant’s preference, however, all offers are subject to needs of the USSF.

4.8.1 Room Scholarship. Applicants who do receive a scholarship will have the option to convert their tuition scholarship to a room scholarship where on-campus living will be paid for up to \$10,000 a school year.

Table 4.9 – HSSP-SF Scholarship Offer Types & Categories

Type	Description
Type 1	Full tuition & fees (no cap). May be used at both private and public institutions.
Room Scholarship	Converted tuition scholarship covering on-campus housing
Category	Description
Critical	Degree programs qualified for AFROTC technical classification.
Non-Technical	Degree programs not part of AFROTC technical or foreign languages categories. May include traditional STEM majors. The list of critical majors is provided during completion of the online application.

4.10 Additional Scholarship Benefits. In addition to full tuition & fees, each scholarship includes the following benefits.

4.10.1 Activation Travel Allowance. Scholarship recipients traveling to the detachment with the full intent to activate a scholarship are authorized a Permanent Change of Station (PCS) travel allowance. Scholarship recipients whose scholarships are later terminated are authorized terminal travel allowance from the institution of enrollment to their home of record. For details on the payment of authorized travel allowances, contact the detachment at the institution where you intend to enroll.

4.10.2 Textbook Allowance. Scholarship recipients are authorized a \$900 annual textbook allowance upon contracting and scholarship activation. Payment of the textbook allowance is paid in the amount of \$450 twice per academic year during the fall and spring terms.

4.10.3 Monthly Stipend. Scholarship recipients are authorized a monthly stipend upon contracting and scholarship activation. For current stipend amounts, please visit <https://www.afrotc.com> or contact the AFROTC detachment at the institution you intend to enroll.

4.11 Eligible Degree Programs. Scholarships may only be applied towards an approved USSF technical major. For a list of USSF Technical degree programs, see *Attachment 2 - HSSP – DAF Critical Academic Majors*.

Chapter 5. Completing your HSSP/HSSP-SF Application

5.1 Application Information. AFROTC will only accept scholarship applications via the online application accessible via <https://www.afrotc.com>. Application data is entered and stored in the Web Intensive New Gain System (WINGS) portal. All components of an application must be received by the established cycle schedule as outlined in *Table 3.2 – AY24-25 HSSP Board Schedule & Key Dates OR Table 4.2 – AY25-25 HSSP-SF Board Schedule & Key Dates*, to be considered. **No deadline extensions for any reason are authorized.** We strongly encourage you allow 2-3 weeks to accomplish all components to avoid delays or missed deadlines. Processing time by third parties (e.g., schools and testing authorities) should be considered when completing your application.

5.2 Application Components. Your AFROTC scholarship application consists of various components that will be used during the review process. For your application to be considered complete, you must accomplish all items listed in *Table 5.3 – Application To-Do List*. It is critical that you complete each item as soon as possible to ensure your application can be reviewed. A checkbox will appear next to each item as you complete it except for a few items that require review by your scholarship technician before being considered complete. For items that require scholarship technician review, please allow 2-3 business days before contacting your technician for a status. Submitted materials requiring review that are received near the application deadline may not show completed until after the deadline due to processing timelines. Provided we receive all items prior to the application deadline, your eligibility status will not be impacted by the review process for applicable components.

Table 5.3 – Application To-Do List

Item	Description	Instructions
1	Basic Eligibility	Complete each section of the Basic Eligibility. Ensure to respond to all questions or the application will not be considered complete even if all other components are accomplished.
2	Select Schools ¹	Select the colleges and/or universities that are being considered for attendance.
3	Major Preferences ²	Select the majors in order of preference that are being considered for study.
4	Counselor Form/Transcript	Counselor Form: Download a copy of the counselor form from the Application Portal and request the school counselor

		complete the form. Upload the completed form to via the Application portal. Transcripts: Upload official or unofficial transcripts for grades 9th -11th via the Application portal.
5	Test Scores ^{3,4}	SAT/ACT scores must be received electronically directly from the testing authority no exceptions. Super scores are not accepted .
6	Physical Fitness Assessment ^{5,6}	The Physical Fitness Assessment is reported using the PFA Certification form from the Application portal. The PFA may only be administered by a certified high school official or a parent/guardian.
7	Youth Experience	Annotate any experience with JROTC, Civil Air Patrol (CAP), scouting, and/or prior officer training.
8	Activity Sheet	All extracurricular activities an applicant desires to be considered as part of the scholarship application should be reported here. Activities are restricted to those where the applicant's participation was between grades 9th and 11th.
9	Scholarship Additional Info	Drug and Alcohol Use acknowledgement, language speaking other than English, Air Force Academy interest, personal information release statement
10	Contact Information	Ensure the most complete and accurate contact information is included in your application. Please provide two contact numbers as well. AFROTC is not responsible for delays or consideration impacts resulting from inaccurate contact information.
11	Demographics	Self-explanatory.
12	Military	Military service experience, if any. AFOQT completion, if applicable. Selective Service Number, as applicable.
13	Questions/Acknowledgements	Eligibility questionnaire & acknowledgements.
14	Civil Involvements ⁷	Disclose any criminal or civil involvements regardless of its significance, disposition, or finding on the certification provided below.
15	Interview	<i>Completed after components 1-14 and eligibility has been verified by a scholarship technician.</i>
<p>NOTES:</p> <p>1. Scholarship selections are not based on school preferences, however, there must be an AFROTC program at your planned institution of enrollment to obtain a scholarship offer.</p> <p>2. Major preferences will not impact scholarship offer type. Applicants should only select majors they intend to pursue. Applicants extended an offer on any board will not re-boarded on any subsequent board (e.g., Space Board then Air Force Board).</p>		

3. (HSSP) Test scores must be received electronically from the appropriate testing agency by AFROTC/RRUC NLT **11 January (CST) deadline**. Late scores will not accepted, no exceptions.
4. (HSSP-SF) Test scores must be received electronically from the appropriate testing agency by AFROTC/RRUC NLT **31 December (CST) deadline**. Late scores will not accepted, no exceptions.
5. Only certified high school officials or a legal guardian may administer the PFA. AFROTC personnel are not authorized to administer the PFA.
6. Applicants may be exempt from taking the PFA if they have a documented physical injury (e.g., broken leg, arm, etc.) that precludes them from completing the PFA. If exempt, applicants should upload a doctor's note identifying exemption condition in lieu of the PFA scoresheet. For questions regarding exemptions, applicants should contact their HSSP technician.
7. The Civil Involvements section of the application remains open throughout the application and boarding process to allow you to disclose new civil involvements as applicable. This item will not receive a checkmark indicating a status of complete.

5.4 Eligibility Notification. AFROTC/RRUC will validate eligibility and notify you via e-mail when you become eligible. You will then be assigned to the nearest AFROTC detachment who will in turn contact you to set up your scholarship application interview. It is recommended that you verify your e-mail and phone number(s) listed on your application profile to avoid delays in scheduling your interview. If you no longer wish to be considered for an AFROTC scholarship, please contact your scholarship technician.

5.5 Interview. In addition to the items listed in *Table 5.3 – Application To-Do List*, you will have to complete an interview with an AFROTC detachment officer before your application can be made board ready. You will be contacted by your assigned detachment for an in-person interview after your online application is completed, has been reviewed by a scholarship technician, and is determined eligible. If we do not see a change in your interview status after 20 days from becoming eligible, our office will send you the contact information via email for your assigned detachment. A virtual interview may be conducted in lieu of the in-person interview at the discretion of the interviewing officer.

5.6 Initiating Scholarship Application. To begin the application process, visit www.afrotc.com and select the “APPLY NOW” button located in the upper right-hand corner.

5.6.7 Upon initiating an account request, you will be prompted to acknowledge that you are at least 13 years of age, as well as to read and agree to provide personal information for participation in AFROTC.

3.6.8 To create an AFROTC account requires a valid e-mail address, 12-character length password, and security question with response. After the account request is submitted, an activation code will be sent to the provided e-mail address with the subject line “Holm Center portal account activation.” The activation code will typically be a five-character combination of letters and numbers. You must enter the code provided to activate your account.

5.6.9 Once the account is activated, you will be able to sign back into the AFROTC WINGS portal. Your User ID is the e-mail address used to create the account. Once in the AFROTC WINGS portal, you will select the My AFROTC Application tile to begin the scholarship application. ***Important: Both the User ID and Password are case sensitive.***

5.6.10 Your scholarship technician can only assist with password resets. For all other system issues you must contact the WINGS Help Desk at holmcenter.wings.support@us.af.mil.

5.7. WINGS Portal - My Profile. Upon initial log on, the My Profile window will open. Complete your profile by entering in your first name, last name, gender, date of birth, citizenship status, social security number (U.S. citizens), your current country of residence, current physical address, and a primary phone number, then click SUBMIT to save. Upon saving you will be prompted to verify your date of birth and social security number, upon verification, click the OK to continue.

5.8. Application Dashboard (Note: Different deadlines for HSSP/HSSP-SF). After completing the My Profile portion of the, you will be taken to the My Application dashboard. You must select “Yes” for the “Apply for the ROTC Scholarship Program for High School students” option. **HSSP Applicants: If you do not select this option, by 31 December midnight, CST, you will not be considered for a scholarship.** **HSSP-SF Applicants: If you do not select this option, by 30 November midnight, CST, you will not be considered for a scholarship.** You will then be asked to indicate whether your interest is to commission as an Air Force officer or Space Force officer. If unsure, check “Undecided.” Indicating your service interest will not impact the scholarship consideration process. The Join AFROTC response “Yes” will then be automatically selected. If you do not meet citizenship or age requirement for consideration, you will be prompted to consider joining AFROTC through the general admission process. Contact the AFROTC detachment at the institution you intend to enroll for additional information on general admissions.

NOTE: *Should the system detect a duplicate profile, the “Account Profile Under Review” window will appear. The profile review process may take up to 5 business days, however duplicate account issues are typically resolved within one business day. If after 5 business days the screen has not changed to the Application Dashboard, applicants should contact their scholarship technician.*

5.9 Application Component Instructions. Each application component includes specific instructions and resources within the online application. Ensure that you review each component and its respective instructions while completing your application. It is important to ensure accuracy in completing each component. Processing delays due to inaccurate or incomplete components submitted may impact your eligibility status if not corrected by the application deadline. ***Important: Submission of inaccurate or incomplete components prior to the deadline does not satisfy the requirement to submit all components by the application deadline.***

***NOTE:** If you do not receive notification of your eligibility status after completing all components, contact your scholarship technician for assistance. Applications with more than 45 days of inactivity are automatically closed. Applications cannot be re-opened after the application deadline. Your current application status may also be checked by logging into the WINGS Portal.*

5.10 Application Eligibility Determination (Note: Different deadlines for HSSP/HSSP-SF). **HSSP applicants have until the 11 January deadline to submit application requirements, if they started their application in WINGS by 31 December** (does not include the interview component which is scheduled after application completion). **HSSP-SF applicants have until the 31 December deadline to submit application requirements, if they started their application in WINGS, by 30 November** (does not include the interview component which is scheduled after application completion). Applicants must respond to all prompts and ensure the corresponding check boxes for each component has been checked. Some requirements require uploaded documents to be reviewed and approved by AFROTC, and therefore a checkmark will not appear until the document has been processed by a scholarship technician. Document review typically occurs within 3-5 business days from submission. Applicants will be notified via email of documents that have been rejected and the corrective action required.

5.10.1. Upon receipt of all required information, documents, and examination scores by AFROTC, your application will undergo review and eligibility determination. Upon determination, eligible applications will be marked eligible and assigned to a detachment for interview scheduling. All incomplete or ineligible applications will be automatically closed after the application deadline.

5.10.2 All eligible applicants will receive an e-mail from AFROTC confirming eligibility, the next steps in the process, and upcoming board dates. ***Important:*** *scholarship board dates are subject to change. The current projected dates for the board you have been assigned may be monitored on the Application Dashboard upon logging into WINGS.*

5.11 Applicant Interview. All applicants must be interviewed by an AFROTC detachment official or a United States Air Force Academy Air Liaison Officer (USAFA ALO) prior to being considered for a scholarship. Eligible applicants will be assigned to a detachment nearest their home of record as indicated on the application. Depending upon detachment interview load, applicants may be assigned to a non-local detachment or a USAFA ALO for an in-person interview. If you are not contacted by a detachment to schedule your interview within 20 days of becoming eligible, you will receive an email from our office with the detachment contact information to schedule your interview.

Attachment 1 - DAF Critical Academic Majors

****NOTE: This list is subject to change****

Critical Majors

- Aeronautical Engineering
- Aeronautical Engineering, Other
- Aerospace Engineering
- Aerospace Engineering, Other
- Agricultural Engineering
- Agricultural Engineering, Other
- Architectural Engineering
- Architectural Engineering, Other
- Architecture
- Astro-Eng, Intr, Other
- Astro-Astronomy, Other
- Astronautical Engineering
- Astronomy
- Astro-Phys-Astrophysics
- Astro-Phys-Other
- Bio, Biochemistry
- Biochemistry
- Bioenvironmental Engineering
- Biological Engineering
- Biomedical Engineering
- Ceramic Engineering, Other
- Chemical Engineering
- Chemical Engineering, Other
- Chemistry
- Chemistry, Other
- Civil Engineering
- Civil Engineering, Other
- Communications/Radar
- Computer Engineering
- Computer Engineering, Artificial Intel.
- Computer Engineering, Database Systems
- Computer Science
- Cyber Ops
- Earth Sciences Engineering
- Elec/Engineering Rel Engineering, Elec. Sys
- Elec/Engineering Other
- Electrical Engineering, Space Systems
- Electrical Engineering
- Embedded Software
- Engineering Science, Fluid Mechanics
- Engineering
- Engineering General
- Engineering Physics
- Engineering Sciences
- Environmental Engineering
- Geological Engineering
- Geological Eng/Environmental Eng.
- Geophysical Engineering
- Industrial Engineering
- Industrial Engineering, Other
- Information Assurance
- Logic And Foundations
- Materials Sci/Eng
- Met Engineering, Other
- Metallurgical
- Meteorology/Atmospheric Sciences
- Operations Research
- Physical Meteorology
- Physics
- Physics Engineering Physics
- Physics, Other
- Safety Engineering
- Signal Processing
- Software Design Systems
- Software Engineering
- Space Physics Engineering
- Statistics
- Synoptic Meteorology
- Systems Engineering
- Textile Engineering

IMPORTANT: Above programs ***MUST*** be a Bachelor of Science. Any degree above listed with “Other” falls under the subheading of that major and may qualify as critical. Applicants wishing to pursue ***ANY*** major not listed above should select General Studies as their desired major, regardless of whether that is the major they wish to pursue.

Foreign Language Majors

- Arabic (Modern Standard)
- Chinese Mandarin
- French
- Japanese
- Persian Farsi
- Russian
- Ukrainian

Attachment 2 - Frequently Asked Questions

Q: Can I submit a letter of recommendation?

A: No, we do not accept letters of recommendation.

Q: Why do you require an unweighted GPA?

A: Unweighted GPAs are required of all applicants for consistent evaluation of each applicant's academic merit.

Q: My SAT and/or ACT scores were sent from the testing agency and are still not showing on my application, what should I do?

A: SAT and/or ACT scores could take 1-2 weeks to arrive depending on whether you had them expedited or not. If after a week you still do not see your scores, contact the test authority to obtain the exact date the scores were sent electronically to our office. Then email that information to your scholarship technician in our office so they can research it.

Q: Are SAT and/or ACT test scores still a requirement to compete for a High School Scholarship, even though some colleges do not require it?

A: Yes, it is a requirement as it used as part of our selection process. You must meet the minimum required scores in order to become eligible. There are no waivers!

Q: I cannot locate my high school within WINGS, what do I do?

A: Contact your school counselor and obtain the 6-digit ETS code. Once you have the ETS code, email that along with the name of your school, address, city, state, and zip code to your scholarship technician and we will add your school to our database. Once that information is added you'll receive an email from your scholarship technician confirming the update.

Q: How can I update or delete my college school preferences?

A: School preferences can be updated by logging into your application navigating to the School Preferences section of your application.

Q: My preferred major(s) are not listed on the application, what do I do?

A: For scholarship application purposes, you will only be able to select an approved technical or foreign language major. For all others, please select General Studies (0GYG).

Q: I cannot open the Counselor Form or PFA instructions/forms?

A: This is commonly a result of an active popup blocker on your browser, try disabling the popup blocker and then attempt to download the form again.

Q: I'm unable to attach and upload a required document, how do I submit the document(s)?

A: There is a filename character limit of 64, try reducing the length of the filename and re-attempt uploading the document. If this does not resolve the error, contact your scholarship

technician: afrotc.hssp2@us.af.mil (Last names beginning with A-J) and afrotc.hssp3@us.af.mil (Last names beginning with K-Z).

Q: Can I use another branch of service PFA or the United States Air Force Academy PFA?

A: No, we do not accept PFAs from another service or service academy.

Q: I do not see an application submission button, how do I submit my completed application?

A: There is no deliberate action required to submit your application. Applications are considered submitted upon completion of all required components. Refer to paragraph 5.8. *Application Dashboard*.