Valley Forge Military College Army ROTC Application Checklist

Please ensure the following items are completed and in your packet when you send it in. Documents previously submitted to VFMC as part of a college admissions application are not viewed by the ROTC department. VFMC ADMISSIONS and ROTC ADMISSIONS are two separate offices and two separate application processes. Failure to complete the ROTC application in accordance with the checklist below will only delay the processing of your packet until the deficiencies are corrected.

**ECP Application**
- Page 1 (general information)
- Page 2 (general info cont’d)
- Page 3 (attach color photo that shows from the waist up)
- Page 4 (activities matrix)
- Page 5 (activities cont’d)
- Page 6 (personal statement)
- Pages 7 & 8 (transcript release form, one needed for each high school attended)
- Page 9 (medical pre-screening form)

**CC Form 139-R (select page one and two by clicking tab at the bottom of the excel sheet)**
- Page 1 (section 1 only)
- Page 2 (complete page with signature)

**Proof of Citizenship**
- Birth Certificate (original)
- Social Security Card (original, ensure you sign the social security card)
- Naturalization paperwork (if applicable)
- Copy of state or federally issued ID card

**Academics**
- Current high school transcript that shows completion of 11th Grade
- SAT or ACT scores (if not annotated on school transcript)
- Copy of GED (if applicable)

**Standard Cadet In-Processing Forms (initial in-processing forms required as soon as an acceptance decision is made, must be submitted in advance if you are doing your interview via phone)**
- Dental Memo
- Direct Deposit Form
- W4
- Shot Records
- DD Form 369 (sections 2,3,4,5,6,7,8,11)

**Direct Entry (only applies to current or former military members)**
- DD 214 or 220
- BCT graduation certificate or equivalent
- DD4 Series
- Copy of MEPS physical

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Print        Signature

Mail completed packet to:
VFMC Army ROTC Department
Recruiting Operations Officer
1001 Eagle Road
Wayne, PA 19087

If completing the VFMC application as well do not include the $25 fee.

PHONE INTERVIEWS AVAILABLE ONLY IF YOU LIVE GREATER THAN 3 HOURS FROM VFMC