

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 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)
- _____ Pages 3(transcript release form)
- _____ 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

- _____ Dental Memo
- _____ Direct Deposit Form (only submit page 1- with a bank signature or voided check)
- _____ W4 (only submit page 1)
- _____ Immunization Records
- _____ DD Form 369 (sections 2,3,4,5,6,7,8,11)
- _____ Tattoo Identification form

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

Print

Signature

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