

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- on line**

***CC Form 139-R, Cadet Application and Enrollment Record (Select page 1 and 2 by clicking tabs at the bottom of the Excel sheet)**

- _____ Page 1 (section 1 only)
- _____ Page 2 (complete page with signature)

***Proof of Citizenship- Those that live within 3 hours of the school will have an in-person interview and should not mail these documents, but bring them to the interview. If an applicant lives more than 3 hours away, they need to mail original citizenship documents to the address below. They will be returned via FEDEX with a tracking number provided.**

- _____ 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

***Standard Cadet In-Processing Forms**

- _____ Dental Memo
- _____ Direct Deposit Form
- _____ W4
- _____ Immunization 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

Print

Signature

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

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