

# 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 (You complete section 1, white your bank must complete Section 3)  
\_\_\_\_ W4 (only submit page 1)  
\_\_\_\_ State of Legal Residence (Use your SSN for DOD ID Number)  
\_\_\_\_ Copy of Immunization Records  
\_\_\_\_ Service Members Group Life Insurance (Only need block 1-name and SSN, block 5-name, SSN and date)  
\_\_\_\_ DD Form 369 (sections 2,3,4,5,6,7,8,11)

## Basic Camp Forms

\_\_\_\_ Mini Registration (leave DOD ID#blank and skip the SMP section)  
\_\_\_\_ DD Form 2005

## \*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

ZOOM INTERVIEWS AVAILABLE ONLY IF YOU LIVE GREATER  
THAN 3 HOURS FROM VFMC (exceptions for COVID currently)