

ROTC APPLICATION CHECKLIST

1. VERIFY YOU MEET BASIC ELIGIBILITY REQUIREMENTS:

Junior Year

- Check that you meet the basic eligibility requirements for the ROTC scholarship you want to pursue:

| Criteria | Army ROTC | Navy ROTC | Air Force ROTC |
|------------------|--|---|---|
| Citizenship | U.S. citizen | U.S. citizen | U.S. citizen |
| Age | 17-26 years old | At least 17, not yet 23 by September 1 | 17-31 years old; commissioned by age 30 |
| Education | Minimum GPA of 2.5 | High school diploma or equivalent; competitive GPA (minimum GPA of 3.0) | High school GPA of at least 3.0 |
| Testing | Minimum SAT: 920 or ACT: 19 | Minimum SAT: 1100 or ACT: 22; Marine option typically doesn't specify | Minimum SAT: 1240 or ACT: 26 |
| Physical Fitness | Must pass the Army Physical Fitness Test | Must pass a physical fitness assessment | Must pass the Air Force Physical Fitness Assessment |
| Medical | Meet physical standards; Department of Defense Medical Examination | Meet medical standards; Department of Defense Medical Examination | Meet height and weight standards; Department of Defense Medical Examination |
| Commitment | Agree to serve in the Army post-graduation | Agree to serve in the Navy or Marine Corps post-graduation | Agree to serve in the Air Force or Space Force post-graduation |

2. RESEARCH AND PREPARE:

Junior Year

- Understand the commitments and lifestyle of attending the different service academies.
- Decide what ROTC scholarships you want to apply to (FYF will provide you assistance with applying for up to 2 of them):
 - Army ROTC Scholarship
 - Regular
 - Nursing
 - For enlisted soldiers
 - Navy ROTC Scholarship (includes Marine Corps)
 - Navy Option
 - Marine Corps Option
 - Navy Nurse Option
 - Navy Pre-Med Option

- Strategic Sealift Midshipman Program (SSMP)
- Air Force ROTC Scholarship (includes Space Force)
 - Type 1 (full)
 - Type 2 (partial)
- Attend informational sessions, webinars, or speak to current ROTC cadets or alumni (learn to network early).
- Begin training to prepare for the Physical Fitness Test (PFT) (refer to workout plans provided by the applicable ROTC websites and get someone to help you maintain accountability).
- Begin studying for the SAT and ACT (do this as early as possible in high school).
- Inform your guidance counselor that you will need your transcript to be sent to respective ROTC programs and that he will need to complete a certification form.
- At a minimum, reach out to your counselor, a coach and two teachers to ask them to write you letters of recommendation.

3. APPLY TO UNIVERSITIES CONCURRENTLY WITH YOUR ROTC APPLICATION

- Apply to multiple primary and backup universities (ability to accept a ROTC scholarship is contingent upon getting admitted into a 4-year university).
- Ensure you complete all aspects of applications to 4-year university (your FYF Mentor will provide assistance with application elements for up to 2 universities).
- Review and ensure all application components are included.
- Submit application by each university's respective deadline.

4. COMPLETE THE ONLINE APPLICATION FORM

Junior / Senior Year - Spring / Fall (April - August)

- Check the application opening date at the official ROTC website for your specific branch (historical opening dates provided):

| ROTC Branch | Application Opening |
|--|--|
| Army ROTC - all options | Around June 12 (year before enrollment) |
| Navy ROTC - Marine Corps Option | Generally, in April (year prior to enrollment) |
| Navy ROTC - all other options (except Marine Corps Option) | Typically, in May (year prior to enrollment) |
| Air Force ROTC - all options | Usually in May (year before college) |

- Create an account and fill out the online scholarship application form (this usually includes personal information, education history, and extracurricular activities).

5. WORK ON ESSAYS

Senior Year - Fall / Winter (August - January)

- Reflect on why you want to attend a ROTC program and serve as an officer in the US military.
- Brainstorm ideas, opening sentences, theses, and structures for your essays.
- Draft your essays early (drafting them early will help you get them proofread on time).
- Get your essays proofread (your FYF mentor will be a great resource, but you should also reach out to other experienced individuals such as English teachers or alumni).

- Implement changes based on feedback from your proofreaders.
- Upload your essays onto the ROTC scholarship application platform.

6. TAKE REQUIRED STANDARDIZED TESTS:

Senior Year - Fall / Winter (August - January)

- Take the SAT and ACT.
- Aim to take these tests multiple times to improve your scores (aim for a competitive score of at least 1440 on the SAT and 32 on the ACT).
- Consider taking SAT subject tests if needed or recommended.
- Upload or send best score to the applicable ROTC program.

7. MEDICAL EXAMINATION:

Senior Year - Fall / Winter (August - January)

- Complete the Department of Defense Medical Examination Review Board (DoDMERB) process.
- Be prepared to provide additional documentation if needed for medical conditions.
- Results will be submitted directly to the applicable ROTC program by the contracted physician.

8. PHYSICAL FITNESS TEST (PFT):

Senior Year - Fall / Winter (August - January)

- Find a qualified person or source to help you administer the PFT and schedule it (qualified people and sources vary by branch and option):

| ROTC Scholarship | Administered By |
|---|---|
| Army ROTC - all options | Required: <ul style="list-style-type: none"> - PE teacher - Military Academy Liaison Officer (MALO) - Field Force Representative - Any U.S. commissioned/non-commissioned officer - Military science professor - JROTC or ROTC instructor |
| Navy ROTC - Marine Corps Option | Required: <ul style="list-style-type: none"> - Administered by local Marine Corps recruiting office |
| Navy ROTC - bnaall other options (except Marine Corps Option) | Recommended (but not required): <ul style="list-style-type: none"> - PE teacher - Team coach - Fitness instructor - Teacher - Active-duty officer - Active-duty E-7 - NJROTC instructor |
| Air Force ROTC - all options | Required: <ul style="list-style-type: none"> - PE teacher - Team coach - Fitness instructor |

| | |
|--|--|
| | <ul style="list-style-type: none"> - JROTC instructor - Legal guardian |
|--|--|

- Complete training and take the Physical Fitness Test (PFT), which tests physical preparedness (PFT varies by ROTC program; refer to each program’s website for required times and numbers):

| ROTC Branch | Test Components | Additional Details |
|--|---|---|
| Army ROTC - all options | <ul style="list-style-type: none"> - Push-Ups: Max repetitions in 2 minutes - Sit-Ups: Max repetitions in 2 minutes | - 2-Mile Run: Time to complete |
| Navy ROTC - Marine Corps Option | <ul style="list-style-type: none"> - Pull-Ups (or Push-Ups): Max repetitions - 3-Mile Run: Time to complete | - Crunches: Max repetitions in 2 minutes |
| Navy ROTC - all other options (except Marine Corps Option) | <ul style="list-style-type: none"> - Push-Ups: Max repetitions in 2 minutes - Sit-Ups: Max repetitions in 2 minutes | - 1.5-Mile Run: Time to complete |
| Air Force ROTC - all options | <ul style="list-style-type: none"> - Push-Ups: Max repetitions in 1 minute - Sit-Ups: Max repetitions in 1 minute | <ul style="list-style-type: none"> - 1.5-Mile Run: Time to complete - Optional: Abdominal circumference measurement |

- Upload your results onto the ROTC program’s application platform.

9. INTERVIEW:

Senior Year - Fall / Winter (August - January)

- Prepare for your interview with the selected ROTC representative.
- Practice speaking about your motivations and qualifications for applying for your desired ROTC program.
- Reach out to your ROTC program’s designated representative and schedule an interview date (designated representatives vary by program):

| ROTC Branch | Interview Conducted By |
|--|---|
| Army ROTC - all options | Army ROTC cadre members or instructional staff |
| Navy ROTC - Marine Corps Option | Marine Corps ROTC instructors or cadre members |
| Navy ROTC - all other options (except Marine Corps Option) | Navy ROTC instructors or officers; may include active-duty personnel |
| Air Force ROTC - all options | Air Force ROTC instructors or officers; may include active-duty personnel |

- Conduct your interview (results will be uploaded to your application directly by the designated representative).

10. COMPLETE THE APPLICATION FILE:

Senior Year - Winter (December - January)

- Ensure coaches and teachers have uploaded all required letters of recommendation.
- Ensure all required most up-to-date transcripts, best test scores, extracurricular activities, sports, and accomplishments are included in your application.
- Ensure all required essays are uploaded.
- Ensure PFT results are uploaded.
- Submit your application before the applicable deadline for your ROTC program:

| ROTC Branch | Application Opening | Application Deadline |
|--|--|--|
| Army ROTC - all options | Around June 12 (year before enrollment) | Early February (following academic year) |
| Navy ROTC - Marine Corps Option | Usually in May (year before college) | January (following year) |
| Navy ROTC - all other options (except Marine Corps Option) | Generally, in April (year prior to enrollment) | January (following year) |
| Air Force ROTC - all options | Typically, in May (year prior to enrollment) | December (following year) |

11. STAY IN COMMUNICATION:

Senior Year - Winter / Spring (February - April)

- Follow up on your application status and update any new achievements or changes in contact information.

12. DECISION AND ACCEPTANCE:

Senior Year - Spring (February - April)

- Await the decision, which will be released in the spring (don't stress; if it doesn't work out this time, there are many alternatives to serve and be successful):

| ROTC Branch | Results Notification Timeline |
|--|---|
| Army ROTC - all options | Typically, by late March to early April |
| Navy ROTC - Marine Corps Option | Usually in March or April |
| Navy ROTC - all other options (except Marine Corps Option) | Generally, by mid-February to early April |
| Air Force ROTC - all options | Results may be released in February through April, often on a rolling basis |



- If offered a ROTC scholarship offer, reply by the applicable deadline (congratulations!):

| ROTC Branch | Acceptance Deadline |
|---|---|
| Army ROTC - all options | Usually within 30 days of receiving the scholarship offer |
| Navy ROTC - Marine Corps Option | Typically, within 30 days of receiving the scholarship offer |
| Navy ROTC - all other options (except Marine Corps Option) | Deadline is usually specified in the scholarship offer, often around April 15 |
| Air Force ROTC - all options | Generally, within 30 days of receiving the scholarship offer |

13. PREPARE FOR YOUR FIRST DAY:

Senior Year - Spring (January - June)

- If accepted, complete any final paperwork and meet all preparatory requirements for starting ROTC at your university.
- Connect with your FYF Mentor, current ROTC students and alumni at your university who can help advise you on how to prepare for your first semester in ROTC!

