

Air Force Reserve Officer Training Corps



AY25-26 Scholarship Applicant Guide (U.S. Air Force & U.S. Space Force) Effective 15 July 2024



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

15 July 2024

MEMORANDUM FOR RECORD

FROM: AFROTC/RRU

SUBJECT: AY25-26 Air Force Reserve Officer Corps Scholarship Application Guide

1. This guide assists prospective Air Force Reserve Officer Corps (AFROTC) cadets in applying for a scholarship through the High School Scholarship Program. The information provided within will facilitate a quality, effective, and efficient application process.
2. I recommend that you ensure ample time to complete your application as to avoid delays or missed deadlines. Some application components require information from third parties (ex. ACT/SAT, Guidance Counselors, ect.). Most candidates need 2-3 weeks from start to finish to complete all components except the interview.
3. If you have any questions not found within this guide, please reach out to your scholarship technicians at afrotc.hssp2@us.af.mil for last names beginning with A-J and afrotc.hssp3@us.af.mil for last names beginning with K-Z.

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Deputy Branch Chief, Accessions

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Chapter 1. Overview & Cycle Information

1.1. Introduction. The purpose of the Air Force Reserve Officers Training Corps (AFROTC) High School Scholarship Program (HSSP) is to provide merit-based academic scholarships as an incentive to attract, recruit, and retain a diverse, intellectual, and leadership-focused talent pool of high school seniors, high school graduates, and college students whose planned undergraduate fields of study meet Air & Space Force accessions objectives. AFROTC scholarships are intended to provide financial assistance to cadets pursuing an undergraduate program qualifying them for commission into the Air & Space Forces. This talent pool will serve to meet accession objectives for the U.S. Air Force (USAF) & U.S. Space Force (USSF), hereafter referred to as Department of the Air Force (DAF). *Note: selection into either the Air Force or Space Force does not occur during the HSSP application cycle, but later in a cadet's collegiate experience, typically during Sophomore year, and receiving an HSSP scholarship has no bearing on a cadet accessing into either Service.* This guide implements and supplements established scholarship policies in AFROTCI 36-2011 V3, *Cadet Operations*.

1.2. Application Assistance. Once you have started the scholarship application process, it is critical that you stay in contact with your scholarship technician. Your scholarship technician will be able to assist you with the application process and answer questions. For those with the last name beginning with A-J, contact afrotc.hssp2@us.af.mil; for those with the last name beginning with K-Z, contact afrotc.hssp3@us.af.mil.

1.3. Prospective Applicants. *Prospective applicants must intend to enroll in their academic program and enter the AFROTC beginning in the 2025-2026 academic year.* Prospective applicants planning to take one or more gap years between high school graduation and college entrance *must* apply during the cycle for the academic year in which they intend to enroll in college and begin the AFROTC program.

1.4. Board Information. The national selection board process is used to select the most qualified individuals to receive a 4-year undergraduate scholarship to AFROTC, ideally leading to commissioning as a USAF/USSF officer. Eligible applicants compete and are selected for a scholarship offer based on individual merit. It should be noted that competition for an AFROTC scholarship is extremely competitive with only a small percentage of applicants being selected to receive a scholarship. ***NOTE: Award of an AFROTC scholarship does not guarantee advancement in the AFROTC program or a commission as an officer in the USAF/USSF. All AFROTC cadets must compete nationally for continuation in the program during their sophomore year of college.***

1.5. Board Schedule. The board schedule for HSSP and HSSP-SF can be found in *Table 3.2 – AY25-26 HSSP Board Schedule & Key Dates* **and** *Table 4.2 – AY25-26 HSSP-SF Board Schedule & Key Dates*. All application components and the interview must be received by AFROTC/RRUC by the cut-off date for an applicant to meet the respective board. Applicants are encouraged to complete all components accurately and as soon as possible to minimize processing delays. ***No extensions to established deadlines and cut-off dates are authorized.***

Chapter 2. Eligibility

2.1 Application Eligibility. This chapter outlines the application eligibility and will assist you in determining your eligibility. While the below criteria must be met in order to apply for a scholarship, it is not a guarantee of consideration or selection for a scholarship. AFROTC scholarship awards are subject to the needs of the DAF. No exceptions to the below eligibility criteria are authorized.

2.2 Program Entrance. Intend to begin an undergraduate program at an institution with an AFROTC affiliation and enter the AFROTC program beginning the 2025-2026 academic year. Applicants planning to take one or more gap years following high school graduation should apply for an HSSP during the selection cycle prior to the academic year in which they intend to start an undergraduate program and enter the AFROTC program.

2.3 Age. Be at least 17 years of age at the time of the scholarship activation and enlistment, and no more than 30 years of age by 31 December of the commissioning year.

2.4 Citizenship. Be a United States citizen or able to obtain citizenship by the last day of the first term of your freshman year. ***Important: You cannot contract/activate scholarship until becoming a US citizen.***

2.5 Standardized Testing. Must have a minimum SAT score of **1240** or a minimum ACT score of **26**. You may submit multiple scores and AFROTC/RRUC will use the highest singularly achieved test score for the board application received as of the submission deadline outlined in *Table 3.2 – AY25-26 HSSP Board Schedule & Key Dates OR Table 4.2 – AY25-26 HSSP-SF Board Schedule & Key Dates*.

2.5.1 SAT and/or ACT scores must be received directly from the test administration authority (e.g., The College Board) electronically using the AFROTC scholarship program code **0548**.

2.5.2 Super scoring from multiple tests **is not** authorized. Multiple tests may be submitted and AFROTC will use the test with the highest scores during the evaluation.

2.6 Grade Point Average. Must have a minimum unweighted Cumulative Grade Point Average (CGPA) of 3.0 as measured at the end of your last full academic year. (ex. A current high school senior applicant will use their freshman – junior year unweighted CGPA, a high school graduate applicant will report their freshmen – senior unweighted CGPA). If your school uses a weighted CGPA, your school counselor must convert it to an unweighted CGPA.

2.7 Physical Fitness Assessment. Applicants must complete an unofficial physical fitness test (PFA). The test must be administered using the same methods and instructions as an official test, however, is not a pass/fail. A waiver may be requested if a temporary medical condition precludes you from completing one or more components of the PFA. You are only permitted to submit one PFA scoresheet. Subsequent PFA scores submission **will not** be accepted.

2.8 Post-Secondary Institution Attendance. Applicants must not have attended a post-secondary institution or academy prep school as a full-time student. Exception: Attendance as part of high school coursework (e.g., dual enrollment programs) is permitted.

2.8.1 For the purposes of scholarship consideration, US Air Force Academy Preparatory Schools are considered post-secondary institutions.

2.8.2 Students who have participated in a joint high school and college credit program prior to high school graduation may still apply. Students in this situation may apply after receiving an associate degree, provided they were never a full-time student at a post-secondary institution.

2.9 Home School Applicants. Home schooled students are eligible to apply for an AFROTC scholarship.

2.10. J-100 Scholarship Program Applicants. J-100 scholarship applicants are eligible to apply for the HSSP program, however, will only receive one scholarship offer during the HSSP & J-100 scholarship cycle. (If you are interested in applying for a J-100 scholarship, please contact your JROTC instructor for further details).

2.11 Prior Service. Active-duty military members who have not previously enrolled in full-time college may apply for HSSP, if they have an established date of separation and meet the eligibility requirements outlined above. If the member intends to separate early from the military, the member must apply through the one of the Enlisted Commissioning Programs - visit <https://www.afrotc.com/scholarships/enlisted/ascp-soar/> for more info. Guard and Reserve members may apply, but must obtain release from their component to contract with AFROTC by the activation deadline.

2.12 Interview. All scholarship applicants are required to complete an interview with an AFROTC detachment. Interviews cannot be scheduled until your application is determined eligible. Upon obtaining eligible status, your application will be referred to an AFROTC detachment, closest to your home of record, and they will contact you to schedule the interview. The purpose of the interview is to determine your potential as a U.S. Air Force officer or U.S. Space Force officer.

Chapter 3. U.S. Air Force High School Scholarships (HSSP)

3.1 HSSP. Refers to the High School Scholarship Program for those applicants interested in pursuing a career in the U.S. Air Force and U.S. Space Force. This is a 4-year scholarship.

Table 3.2 – AY25-26 HSSP Board Schedule & Key Dates.

Board Number	Application Cut-Off Date	Board Start Date	Board End Date	Projected Release Date
25HS01	18 Oct 24 ²	21 Oct 24	25 Oct 24	08 Nov 24
25HS02	14 Mar 25 ²	17 Mar 25	21 Mar 25	4 April 25
25HSCS	<i>Commander's Scholarship (CS) nominations MUST be made NLT 14 March 2025)</i> Eligible CS awardees are notified within five duty days after AFROTC/RRU receives the CS Nomination Letter.			
15 Jul 2024	AY25-26 HSSP Selection Cycle Begins / Application Window Opens			
31 Dec 2024	Deadline – Last day to initiate initial application/questionnaire			
09 Jan 2025	Deadline – Last day to submit missing documents to become eligible for AY25-26 HSSP			
01 Apr 2025	Deadline – Last day to accept scholarship offers for 25HS01 scholarship selectees			
31 May 2024	Deadline – Last day to accept scholarship offers for 25HS02 scholarship selectees			
Notes:				
<ol style="list-style-type: none"> 1. Board schedule & key dates are based on DAF needs and are subject to change. 2. HSSP applicant interviews must be completed by these cutoff dates to be boarded on the current board. 3. Interview scheduling and completion can take up to 60 days. 				

3.3 Commission Intent. Applicants receiving an HSSP will be considered for a U.S. Air Force or U.S. Space Force commission. **IMPORTANT:** Receipt of an HSSP scholarship is **NOT** a guarantee of commissioning into either service.

3.4 Action Required for Consideration. To be considered for a HSSP scholarship you must meet all HSSP scholarship eligibility requirements **AND** opt-in to the HSSP board by indicating on your HSSP application an interest in commissioning in the USAF. **The deadline to apply for HSSP is 31 Dec 2024 and you must become eligible by 09 Jan 2025.**

3.5 Competing for both HSSP and HSSP-SF scholarship opportunities. Applicants are able to compete for both the HSSP & HSSP-SF scholarship boards. If an applicant is offered a scholarship from either board (HSSP or HSSP-SF), they will no longer be considered for a future board scholarship (e.g., If an applicant meets an HSSP board first & is offered a scholarship, they will no longer be eligible to compete in the HSSP-SF board (regardless of if an applicant has indicated interest in a HSSP-SF scholarship, they will not be eligible for an HSSP-SF scholarship if they are offered an HSSP scholarship first). Reference paragraph 3.3. *Commission Intent*, for further guidance. NOTE: If non-selected from the HSSP-SF board and depending on how the applicant ranked on the HSSP-SF board, their application may or may not meet the last HSSP scholarship board of the cycle. If applicants are considered for a re-board opportunity, they will be emailed by HQ ROTC.

3.6 Electronic Communications & Notifications. AFROTC will use e-mail for all official communications with applicant. Applicants will be notified when they become board eligible and the subsequent board result. Applicants should ensure that the e-mail address listed on their application is correct and accurate. It is strongly encouraged that applicants should add the e-mail address wings.donotreply@holmcenter.com to their safe sender list with the e-mail service provider to ensure notifications are not treated/handled as spam by their email provider.

3.7 Scholarship Offer Types & Categories. AFROTC offers Type 1 and Type 2 scholarships. There are 2 overarching categories an applicant’s intended major of pursuit fits into: critical or non-critical. Critical and non-critical majors can be either technical or non-technical in nature. Reference, Attachment 2 – DAF Majors Table, for a list of majors broken out by category. AFROTC will strive to align scholarship offer type and category with each applicant's preference, however, all offers are subject to the needs of the DAF. Table 3.8 lists the Type 1 and Type 2 scholarship benefits, and categories.

3.7.1. Room Scholarship. Applicants who do receive a scholarship will have the option to convert their tuition scholarship to a room scholarship where on-campus living will be paid up to \$10,000 per academic year.

Table 3.8 – HSSP Scholarship Offer Types & Categories

Type	Description
Type 1	Full tuition & fees (no cap). May be used at both private and public institutions.
Type 2	Up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter) toward tuition & fees. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student’s academic program.
Room Scholarship	Converted tuition scholarship covering on-campus housing
NOTE: HQ AFROTC cannot pay tuition for an academic term in which a cadet has not been contracted and scholarship activated.	
Category	Description
Critical	Degree programs that the DAF defines as a criticality rating of 1 or 2.
Non-Critical	Degree programs that the DAF defines as a criticality rating of 3 or 4.
Technical	Degree programs that meet DAF technical requirements
Non-Technical	Degree programs that do not meet DAF technical requirements, to include foreign languages. May include traditional STEM majors.
Notes:	
<ol style="list-style-type: none"> 1. Scholarships must be activated within the awarded category, or the offer will be withdrawn. 2. Not all STEM-based degree programs are considered Critical for DAF accessions purposes. 3. Criticality ranges on a scale of one to four. 	

3.9 Additional Scholarship Benefits. In addition to full tuition & fees, each scholarship includes the following benefits.

3.9.1 Textbook Allowance. Scholarship recipients are authorized a \$900 annual textbook allowance upon contracting and scholarship activation. Payment of the textbook allowance is paid in the amount of \$450 twice per academic year during the fall and spring terms.

3.9.2 Monthly Stipend. Scholarship recipients are authorized a monthly stipend upon contracting and scholarship activation. For current stipend amounts, please visit <https://www.afrotc.com> or contact the AFROTC detachment at the institution you intend to enroll.

Chapter 4. U.S. Space Force High School Scholarship (HSSP-SF)

4.1 HSSP-SF. Refers to the High School Scholarship Program for those applicants interested in pursuing a career in the U.S. Space Force. This is a 4-year scholarship.

Table 4.2 – AY25-26 HSSP-SF Board Schedule & Key Dates.

Board Number	Application Cut-Off Date	Eligibility Cut-Off Date	Board Start Date	Board End Date	Projected Release Date
25SF01	30 Nov 2024 ²	31 Dec 2024 ³	13 Jan 2025	14 Feb 2025	28 Feb 2025
15 July 2024	AY25-26 HSSP-SF Selection Cycle Begins / Application Window Opens				
30 Nov 2024	Deadline – Last day to create initial HSSP-SF application/questionnaire for AY25-26				
31 Dec 2025	Deadline – Last day to submit missing documents to become eligible for AY25-26 HSSP-SF				
13 Jan 2025	Deadline – Last day for applicants to complete their Phase I interview				
01 Apr 2025	Deadline – Last day for 25SF01 recipients to accept scholarship offer				

Notes:

1. Board schedule based on USSF needs and is subject to change.
2. You must have at least submitted an initial online application.
3. HSSP-SF applicants will have a primary interview with an AFROTC detachment commander & a secondary USSF-specific interview.

4.3 Application Requirements. Any policies or requirements not explicitly addressed in this chapter for the HSSP-SF program shall be covered under the HSSP policies and requirements.

4.4 Commission Intent. Applicants receiving an HSSP-SF will be contacted by the USSF and offered the opportunity to opt-in for the USSF Selection Board during the end of their AS200/beginning of their AS300 year(s) to track towards a commission in the USSF. This opt-in is NOT mandatory. **IMPORTANT:** Receipt of an HSSP-SF scholarship is **NOT** a guarantee of commissioning into the USSF nor is it required to commission into the USSF.

Note: Eligible cadets not on an HSSP-SF scholarship will be afforded the opportunity to compete for a USSF commission while in the AFROTC program.

4.5 Action Required for Consideration. To be considered for a HSSP-SF scholarship you must meet all HSSP scholarship eligibility requirements *AND* opt-in to the HSSP-SF board by indicating on your HSSP application an interest in commissioning in the USSF. **The deadline to apply for HSSP-SF is 30 Nov 2024 and you must become eligible by 31 Dec 2024.** Applicants that do not indicate a USSF interest will only be considered for an HSSP-DAF scholarship.

4.6 Competing for both HSSP and HSSP-SF scholarship opportunities. Applicants are able to compete for both the HSSP & HSSP-SF scholarship boards. If an applicant is offered a scholarship from either board (HSSP or HSSP-SF), they will no longer be considered for a future board scholarship (e.g., If an applicant meets an HSSP board first & is offered a scholarship, they will no longer be eligible to compete in the HSSP-SF board (regardless of if an applicant has indicated interest in a HSSP-SF scholarship, they will not be eligible for an HSSP-SF scholarship if they are offered an HSSP scholarship first). It is important to remember that both the HSSP & HSSP-SF scholarships are virtually identical & recipients of the HSSP-SF scholarship will be offered opportunities to track USAF or USSF career paths during college. Reference paragraph 4.4. *Commission Intent*, for further guidance. NOTE: If non-selected from the HSSP-SF board and depending on how the applicant ranked on the HSSP-SF board, their application may or may not meet the last HSSP scholarship board of the cycle. Applicants will receive an email regarding the second HSSP board once HSSP-SF board results have been released.

4.7 Board Information. The HSSP-SF national selection board process will be conducted in three phases. During Phase I, AFROTC will conduct the initial evaluation of applicants for most qualified and eligible applicants. The “Board Start Date” in Table 4.2 initiates Phase II. During Phase II, the USSF will invite applicants to complete a recorded interview. In phase III, the USSF will assess the eligible applicants produced during Phase I and II and make final scholarship selections. At the conclusion of Phase III, USSF will notify AFROTC of scholarship selects who in turn will send out board result notifications to applicants that met the board.

Note: All HSSP-SF Phase I applicant interviews must be completed NLT 13 Jan 2025. All Phase II interviews must be completed NLT the date stated on the USSF interview link (the USSF will send the interview link to boarded applicants with further instructions).

4.8 Scholarship Offer Types. Scholarship Offer Types & Categories. AFROTC offers Type 1 and Type 2 scholarships. There are 2 overarching categories an applicant’s intended major of pursuit fits into: critical or non-critical. Critical and non-critical majors can be either technical or non-technical in nature. Reference, Attachment 2 – DAF Majors Table, for a list of majors broken out by category. AFROTC will strive to align scholarship offer type and category with each applicant's preference, however, all offers are subject to the needs of the DAF. Table 4.9 lists the Type 1 and Type 2 scholarship benefits, and categories..

4.8.1 Room Scholarship. Applicants who do receive a scholarship will have the option

to convert their tuition scholarship to a room scholarship where on-campus living will be paid up to \$10,000 per academic year.

Table 4.9 – HSSP-SF Scholarship Offer Types & Categories

Type	Description
Type 1	Full tuition & fees (no cap). May be used at both private and public institutions.
Type 2	Up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter) toward tuition & fees. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student’s academic program.
Room Scholarship	Converted tuition scholarship covering on-campus housing
NOTE: HQ AFROTC cannot pay tuition for an academic term in which a cadet has not been contracted and scholarship activated.	
Category	Description
Critical	Degree programs that the DAF defines as a criticality rating of 1 or 2.
Non-Critical	Degree programs that the DAF defines as a criticality rating of 3 or 4.
Technical	Degree programs that meet DAF technical requirements
Non-Technical	Degree programs that do not meet DAF technical requirements, to include foreign languages. May include traditional STEM majors.
Notes:	
<ol style="list-style-type: none"> 1. Scholarships must be activated within the awarded category, or the offer will be withdrawn. 2. Not all STEM-based degree programs are considered Critical for DAF accessions purposes. 3. Criticality ranges on a scale of one to four. 	

4.10 Additional Scholarship Benefits. In addition to full tuition & fees, each scholarship includes the following benefits.

4.10.1 Textbook Allowance. Scholarship recipients are authorized a \$900 annual textbook allowance upon contracting and scholarship activation. Payment of the textbook allowance is paid in the amount of \$450 twice per academic year during the fall and spring terms.

4.10.2 Monthly Stipend. Scholarship recipients are authorized a monthly stipend upon contracting and scholarship activation. For current stipend amounts, please visit <https://www.afrotc.com> or contact the AFROTC detachment at the institution you intend to enroll.

Chapter 5. Completing your HSSP/HSSP-SF Application

5.1 Application Information. AFROTC will only accept scholarship applications via the online application accessible via <https://www.afrotc.com>. Application data is entered and stored in the Web Intensive New Gain System (WINGS) portal. All components of an application must be received by the established cycle schedule as outlined in *Table 3.2 – AY25-26 HSSP Board Schedule & Key Dates OR Table 4.2 – AY25-25 HSSP-SF Board Schedule & Key Dates*, to be considered. ***No deadline extensions for any reason are authorized.*** We strongly encourage you allow 2-3 weeks to accomplish all components to avoid delays or missed deadlines. Processing time by third parties (e.g., schools and testing authorities) should be considered when completing your application.

5.2 Application Components. Your AFROTC scholarship application consists of various components that will be used during the review process. For your application to be considered complete, you must accomplish all items listed in *Table 5.3 – Application To-Do List*. It is critical to complete each item as soon as possible to ensure your application can be reviewed in a timely manner. A checkbox will appear next to each item as you complete it except for a few items that require review by your scholarship technician before being considered complete. For items that require scholarship technician review, please allow 2-3 business days before contacting your technician for a status. Submitted materials requiring review that are received near the application deadline may not show completed until after the deadline due to processing timelines. Provided we receive all items prior to the application deadline, your eligibility status will not be impacted by the review process for applicable components.

Table 5.3 – Application To-Do List

Item	Description	Instructions
1	Basic Eligibility	Complete each section of the Basic Eligibility. Ensure to respond to all questions or the application will not be considered complete even if all other components are accomplished.
2	Select Schools ¹	Select the colleges and/or universities that are being considered for attendance.
3	Major Preferences ²	Select the majors in order of preference that are being considered for study.
4	Counselor Form/Transcript	Counselor Form: Download a copy of the counselor form from the Application Portal and request the school counselor complete the form. Home school applicants may have their parent complete and sign this form. Upload the completed form to via the Application portal. Transcripts:

		Upload official or unofficial transcripts for grades 9th -11th via the Application portal.
5	Test Scores ^{3,4}	SAT/ACT scores must be received electronically directly from the testing authority no exceptions. Super scores are not accepted .
6	Physical Fitness Assessment ^{5,6}	The Physical Fitness Assessment is reported by using the PFA Certification form from the Application portal. The PFA may only be administered by a certified high school official or a parent/guardian.
7	Youth Experience	Annotate any experience with JROTC, Civil Air Patrol (CAP), scouting, and/or prior officer training.
8	Activity Sheet	All extracurricular activities an applicant desires to be considered as part of the scholarship application should be reported here. Activities are restricted to those where the applicant's participation was between grades 9th and 11th.
9	Scholarship Additional Info	Drug and Alcohol Use acknowledgement, language speaking other than English, Air Force Academy interest, personal information release statement
10	Contact Information	Ensure the most complete and accurate contact information is included in your application. Please provide two contact numbers as well. AFROTC is not responsible for delays or consideration impacts resulting from inaccurate contact information.
11	Demographics	Self-explanatory.
12	Military	Military service experience, if any. AFOQT completion, if applicable. Selective Service Number, as applicable.
13	Questions/Acknowledgements	Eligibility questionnaire & acknowledgements.
14	Civil Involvements ⁷	Disclose any criminal or civil involvements regardless of its significance, disposition, or finding on the certification provided below.
15	Interview	<i>Completed after components 1-14 and eligibility has been verified by a scholarship technician.</i>

NOTES:

- Scholarship selections are not based on school preferences, however, there must be an AFROTC program at your planned institution of enrollment to obtain a scholarship offer.
- Applicants should only select majors they intend to pursue. Applicants extended an offer on any board will not re-boarded on any subsequent board (e.g., Space Board then Air Force Board).
- (HSSP-SF)** Test scores must be received electronically from the appropriate testing agency by AFROTC/RRU NLT **31 December (CST) deadline**. Late scores will not accepted, no exceptions.

4. **(HSSP)** Test scores must be received electronically from the appropriate testing agency by AFROTC/RRU NLT **09 January (CST) deadline**. Late scores will not be accepted, with no exceptions.
5. Only certified high school officials or a legal guardian may administer the PFA. AFROTC personnel are not authorized to administer the PFA.
6. Applicants may be exempt from taking the PFA if they have a documented physical injury (e.g., broken leg, arm, etc.) that precludes them from completing the PFA. If exempt, applicants should upload a doctor's note identifying the exemption condition in lieu of the PFA scoresheet. For questions regarding exemptions, applicants should contact their HSSP technician.
7. The Civil Involvements section of the application remains open throughout the application and boarding process to allow you to disclose new civil involvements as applicable. This item will not receive a checkmark indicating a status of complete.

5.4 Eligibility Notification. AFROTC/RRUC will validate eligibility and notify you via e-mail when you become eligible. You will then be assigned to the nearest AFROTC detachment who will in turn contact you to set up your scholarship application interview. Verify your e-mail and phone number(s) listed on your application profile to avoid delays in scheduling your interview. If you no longer wish to be considered for an AFROTC scholarship, please contact your scholarship technician.

5.5 Interview. In addition to the items listed in *Table 5.3 – Application To-Do List*, you will have to complete an interview with an AFROTC detachment officer before your application can be made board ready. You will be contacted by your assigned detachment for an in-person interview after your online application is completed, has been reviewed by a scholarship technician, and is determined eligible. If we do not see a change in your interview status after 20 days from becoming eligible, our office will send you the contact information via email for your assigned detachment. A virtual interview may be conducted in lieu of the in-person interview at the discretion of the interviewing officer.

5.6 Initiating Scholarship Application. To begin the application process, visit www.afrotc.com and select the “APPLY NOW” button located in the upper right-hand corner.

5.6.7 Upon initiating an account request, you will be prompted to acknowledge that you are at least 13 years of age, as well as to read and agree to provide personal information for participation in AFROTC.

5.6.8 To create an AFROTC account requires a valid e-mail address, 12-character length password, and security question with response. After the account request is submitted, an activation code will be sent to the provided e-mail address with the subject line “Holm Center portal account activation.” The activation code will typically be a five-character combination of letters and numbers. You must enter the code provided to activate your account.

5.6.9 Once the account is activated, you will be able to sign back into the AFROTC WINGS portal. Your User ID is the e-mail address used to create the account. Once in

the AFROTC WINGS portal, you will select the My AFROTC Application tile to begin the scholarship application. **Important: Both the User ID and Password are case sensitive.**

5.6.10 Your scholarship technician can only assist with password resets. For all other system issues you must contact the WINGS Help Desk at holmcenter.wings.support@us.af.mil.

5.7. WINGS Portal - My Profile. Upon initial log on, the My Profile window will open. Complete your profile by entering in your first name, last name, gender, date of birth, citizenship status, social security number (U.S. citizens), your current country of residence, current physical address, and a primary phone number, then click SUBMIT to save. Upon saving you will be prompted to verify your date of birth and social security number, upon verification, click the OK to continue.

5.8. Application Dashboard (Note: Different deadlines for HSSP/HSSP-SF). After completing the My Profile portion of the, you will be taken to the My Application dashboard. You must select “Yes” for the “Apply for the ROTC Scholarship Program for High School students” option. **HSSP Applicants: If you do not select this option, by 31 December midnight, CST, you will not be considered for a scholarship.** **HSSP-SF Applicants: If you do not select this option, by 30 November midnight, CST, you will not be considered for an HSSP-SF scholarship.** You will then be asked to indicate whether your interest is to commission as a U.S. Air Force officer or U.S. Space Force officer. If unsure, check “Undecided.” The Join AFROTC response “Yes” will then be automatically selected. Note: Indicating your Service interest will not impact the HSSP scholarship consideration or selection process, and you will have the opportunity during your college career to be considered for selection to either Service. NOTE: If you do not meet citizenship or age requirement for consideration, you will be prompted to consider joining AFROTC through the general admission process. Contact the AFROTC detachment at the institution you intend to enroll for additional information on general admissions.

***NOTE:** Should the system detect a duplicate profile, the “Account Profile Under Review” window will appear. The profile review process may take up to 5 business days, however duplicate account issues are typically resolved within one business day. If after 5 business days the screen has not changed to the Application Dashboard, applicants should contact their scholarship technician.*

5.9 Application Component Instructions. Each application component includes specific instructions and resources within the online application. Ensure that you review each component and its respective instructions while completing your application. It is important to ensure accuracy in completing each component. Processing delays due to inaccurate or incomplete components submitted may impact your eligibility status if not corrected by the application deadline. **Important: Submission of inaccurate or incomplete components prior to the deadline does not satisfy the requirement to submit all components by the application deadline.**

***NOTE:** If you do not receive notification of your eligibility status after completing all components, contact your scholarship technician for assistance. Applications with more than 45 days of inactivity are automatically closed. Applications cannot be re-opened after the application deadline. Your current application status may also be checked by logging into the WINGS Portal.*

5.10 Application Eligibility Determination (Note: Different deadlines for HSSP/HSSP-SF). **HSSP applicants have until the 11 January deadline to submit application requirements, if they started their application in WINGS by 31 December** (does not include the interview component which is scheduled after application completion). **HSSP-SF applicants have until the 31 December deadline to submit application requirements, if they started their application in WINGS, by 30 November** (does not include the interview component which is scheduled after application completion). Applicants must respond to all prompts and ensure the corresponding check boxes for each component has been checked. Some requirements require uploaded documents to be reviewed and approved by AFROTC, and therefore a checkmark will not appear until the document has been processed by a scholarship technician. Document review typically occurs within 3-5 business days from submission. Applicants will be notified via email of documents that have been rejected and the corrective action required.

5.10.1. Upon receipt of all required information, documents, and examination scores by AFROTC, your application will undergo review and eligibility determination. Upon determination, eligible applications will be marked eligible and assigned to a detachment for interview scheduling. All incomplete or ineligible applications will be automatically closed after the application deadline.

5.10.2 All eligible applicants will receive an e-mail from AFROTC confirming eligibility, the next steps in the process, and upcoming board dates. ***Important:** scholarship board dates are subject to change. The current projected dates for the board you have been assigned may be monitored on the Application Dashboard upon logging into WINGS.*

5.11 Applicant Interview. All applicants must be interviewed by an AFROTC detachment official or a United States Air Force Academy Air Liaison Officer (USAFA ALO) prior to being considered for a scholarship. Eligible applicants will be assigned to a detachment nearest their home of record as indicated on the application. Depending upon detachment interview load, applicants may be assigned to a non-local detachment or a USAFA ALO for an in-person interview. If you are not contacted by a detachment to schedule your interview within 20 days of becoming eligible, you will receive an email from our office with the detachment contact information to schedule your interview.

Attachment 1 - DAF Critical Academic Majors

NOTE: This list is subject to change as needs of the DAF change.

Department of the Air Force Majors	Technical (T) / Non-Technical (N)	Criticality Level
Architecture	T	2
Chinese	N	1
Russian	N	1
Computer and Information Sciences	T	2
Artificial Intelligence / Computer and Information Sciences	T	2
Informatics	T	2
Computer and Information Science; Data Analytics, Supply Chain Management, Process Engineering; Ops Research	T	2
Computer Programming / Programmer, General	T	2
Computer Programming	T	2
Information Sciences/Studies	T	2
Computer Systems Analysis	T	2
Computer Science	T	2
Computer Science	T	2
Data Modeling / Warehousing and Database Administration	T	2
Computer Graphics	T	2
Modeling, Virtual Environments, and Stimulation / Computer and Information Sciences	T	2
Computer Software and Media Applications	T	2
Computer Systems Networking and Telecommunications	T	2
Computer/Information Technology Administration and Management	T	2
Engineering, General	T	2
Engineering, General	T	2
Aeronautical Engineering	T	2
Aerospace Engineering	T	2
Astronautical Engineering	T	2
Architectural Engineering	T	2
Architectural Engineering	T	2
Bioengineering and Biomedical Engineering	T	2
Environmental Chemistry	T	2
Biomedical Engineering	T	2
Ceramic Sciences and Engineering	T	2
Ceramic Sciences and Engineering	T	2

Chemical Engineering	T	2
Chemical Engineering	T	2
Geotechnical and Environmental Engineering	T	2
Civil Engineering	T	2
Computer Engineering	T	2
Electrical, Electronics and Communications Engineering	T	1
Engineering Mechanics	T	2
Operations Research/Engineering // Engineering Physics/Applied Physics	T	2
Engineering Physics	T	2
Engineering Science	T	2
Engineering Science	T	2
Operations Research/Engineering // Environmental/Environmental Health Engineering	T	2
Environmental/Environmental Health Engineering	T	2
Materials Engineering	T	2
Materials Engineering	T	2
Mechanical Engineering	T	2
Mechanical Engineering	T	2
Metallurgical Engineering	T	2
Metallurgical Engineering	T	2
Nuclear Engineering	T	2
Petroleum Engineering	T	2
Petroleum Engineering	T	2
Systems Engineering	T	2
Polymer/Plastics Engineering	T	2
Polymer/Plastics Engineering	T	2
Construction Engineering	T	2
Industrial Engineering	T	2
Industrial Engineering	T	2
Manufacturing Engineering	T	2
Operations Research/Engineering	T	2
Operations Research	T	2
Surveying Engineering	T	2
Operations Research/Engineering	T	2
Geological/Geophysical Engineering	T	2
Electromechanical Engineering	T	2
Electromechanical Engineering	T	2
Mechatronics, Robotics, and Automation	T	2
Biochemical Engineering	T	2
Engineering Chemistry	T	2

Engineering Chemistry	T	2
Biological/Bio-systems Engineering	T	2
Electrical and Computer Engineering	T	1
Electrical and Computer Engineering, Other	T	1
Engineering, General	T	2
Astronomy and Astrophysics	T	2
Atmospheric Sciences or Meteorology (must meet BIP-M standards) Mandatory	T	1
Nursing (B.S)	N	1

Attachment 2 - Frequently Asked Questions

Q: Can I submit a letter of recommendation?

A: No, we do not accept letters of recommendation.

Q: Why do you require an unweighted GPA?

A: Unweighted GPAs are required of all applicants for consistent evaluation of each applicant's academic merit.

Q: My SAT and/or ACT scores were sent from the testing agency and are still not showing on my application, what should I do?

A: SAT and/or ACT scores could take 1-2 weeks to arrive depending on whether you had them expedited or not. If after a week you still do not see your scores, contact the test authority to obtain the exact date the scores were sent electronically to our office. Then email that information to your scholarship technician in our office so they can research it.

Q: Are SAT and/or ACT test scores still a requirement to compete for a High School Scholarship, even though some colleges do not require it?

A: Yes, it is a requirement as it used as part of our selection process. You must meet the minimum required scores in order to become eligible. There are no waivers!

Q: I cannot locate my high school within WINGS, what do I do?

A: Contact your school counselor and obtain the 6-digit ETS code. Once you have the ETS code, email that along with the name of your school, address, city, state, and zip code to your scholarship technician and we will add your school to our database. Once that information is added you'll receive an email from your scholarship technician confirming the update.

Q: How can I update or delete my college school preferences?

A: School preferences can be updated by logging into your application navigating to the School Preferences section of your application.

Q: My preferred major(s) are not listed on the application, what do I do?

A: For scholarship application purposes, you will only be able to select an approved critical (criticality 1 or 2) major. For all others, please select General Studies (0GYY).

Q: I cannot open the Counselor Form or PFA instructions/forms?

A: This is commonly a result of an active popup blocker on your browser, try disabling the popup blocker and then attempt to download the form again.

Q: I'm unable to attach and upload a required document, how do I submit the document(s)?

A: There is a filename character limit of 64, try reducing the length of the filename and re-attempt uploading the document. If this does not resolve the error, contact your scholarship

technician: afrotc.hssp2@us.af.mil (Last names beginning with A-J) and afrotc.hssp3@us.af.mil (Last names beginning with K-Z).

Q: Can I use another branch of service PFA or the United States Air Force Academy PFA?

A: No, we do not accept PFAs from another service or service academy.

Q: I do not see an application submission button, how do I submit my completed application?

A: There is no deliberate action required to submit your application. Applications are considered submitted upon completion of all required components. Refer to paragraph 5.8. *Application Dashboard*.

Q: When do I get to choose to go to the U.S. Air Force or U.S. Space Force?

A: Throughout a cadet's undergraduate years, they will be provided information on opportunities in both the U.S. Air Force and U.S. Space Force. At an appropriate time in a cadet's collegiate AFROTC experience, typically during Sophomore year, they are afforded the opportunity to apply for selection into the U.S. Air Force or the U.S. Space Force. Detachment cadre and staff are available for more information on this process.