

# AFROTC STUDENT CHECKLIST

1. Welcome to AFROTC! To ensure your smooth transition into our program you will need to mail, fax, or scan/email some forms back to us ASAP; as well as hand carry some forms when you return for the start of school in August. Please mail, fax, or email the following documents as soon as you can.
  - A. Direct Deposit Form (Atch 1)\* This document is required for “ALL” AFROTC cadets and ensures you receive AF funds to pay for your cadet uniforms. The AF funds can only be sent to your account thru Direct Deposit. This payment occurs in the Spring semester and only occurs if you stick with AFROTC until the beginning of the Spring semester. Scholarship cadets also need this form to receive their monthly stipend after being contracted.
  - B. Pre-participatory Sports Physical Form. (Atch 2)\* This document is to be completed by all AFROTC cadets before performing any ROTC activities. If you are a scholarship cadet and have a DODMERB physical you still have to complete this form!

\*Forms are also available for download at [www.af.vt.edu](http://www.af.vt.edu)
2. After completing the above paperwork, you have 3 options to transmit to our detachment. Listed below are a few ways you can expedite the process.
  - a. Fax: (540)231-3331 Attn: SSgt Fickes
  - b. Scan and email in .pdf format to [kfickes@vt.edu](mailto:kfickes@vt.edu)
  - c. Mail to:  
AFROTC Det 875  
Attn: SSgt Fickes  
228 Military Building  
Blacksburg, VA 24060-0204
3. We need you to handcarry the following items when you come back to school in August. If you are a scholarship cadet, we can not start your scholarship without this! DO NOT MAIL, FAX, OR EMAIL THESE DOCUMENTS
  - a. (Original or Certified Copy)Birth Certificate or Naturalization paperwork
  - b. (Original or Certified Copy) Social Security Card
4. Remember to mail, fax, or email the 2 documents in section 1 above and ONLY HANDCARRY the documents in Section 3. If you have any questions, you can contact SSgt Fickes at 540-231-8024 or [kfickes@vt.edu](mailto:kfickes@vt.edu). Thanks, we look forward to seeing you at the beginning of school.

**YOU CANNOT START AFROTC TRAINING WITHOUT ABOVE  
PAPERWORK!**