



DEPARTMENT OF THE AIR FORCE  
AIR FORCE ROTC DETACHMENT 165

31 May 2024

MEMORANDUM FOR NEW AFROTC DETACHMENT 165 CADETS

FROM: AFROTC DET 165/CC

SUBJECT: AFROTC New Student Enrollment (NSE) Application

1. Congratulations on your decision to join the Air Force Reserves Officer Training Corps (AFROTC) program at Detachment 165 at Georgia Tech! We look forward to helping you achieve your goal of becoming a commissioned officer in the world's greatest Air Force or Space Force. This application and the information packet are critical to your enrollment in AFROTC. You must follow all directions as indicated and complete the entire new student application to properly enroll.
2. All new students must complete the following and submit the NSE Application to the Detachment via email to [recruiting@afrotc.gatech.edu](mailto:recruiting@afrotc.gatech.edu) no later than **15 August (Fall)/ 15 December (Spring)** to participate. Also, cross-registration for crosstown cadets must be completed through ARCHE by **15 July**.
  - a. WINGS Application via <https://wings.holmcenter.com>
  - b. NSE Application (*Crosstown or GT as applicable*)
3. Please also see the Enrollment Information Packet which contains the following:
  - a. Tentative AFROTC Schedule
  - b. Ga Tech Buzzcard and Parking Directions
4. Please note, all cadets will be scheduled for a military entrance medical examination during their first semester through the Department of Defense Medical Examination Review Board (DoDMERB). You must be qualified by DoDMERB to continue with AFROTC. DoDMERB is the ONLY authority for all medical qualification issues. If you have any medical concerns that you think may preclude you from military service, please refer to the DoDMERB website: <https://dodmerb.tricare.osd.mil/Default.aspx>.
5. Again, congratulations on your decision to pursue a career in the United States Air Force or the United States Space Force! Feel free to contact the Recruiting Officer at [recruiting@afrotc.gatech.edu](mailto:recruiting@afrotc.gatech.edu) or (404) 894-7386 if you have any questions. On behalf of the Det 165 Cadre, welcome -- we look forward to meeting you!

SHARBEL.KELLY.M.1269739521  
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SHARBEL.KELLY.M.1269739521  
Date: 2024.05.31 11:20:12 -04'00'

KELLY M. SHARBEL, Lt Col, USAF  
Commander

**New Student Enrollment (NSE)  
Crosstown Application**

Name (Last, First MI.): \_\_\_\_\_

Gender: MALE      FEMALE      Date of Birth: \_\_\_\_\_      Age: \_\_\_\_\_

Physical Training Uniform (Please circle):

Shirt Size:    SMALL      MEDIUM      LARGE      EXTRA LARGE

Shorts:        SMALL      MEDIUM      LARGE      EXTRA LARGE

School ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Major: \_\_\_\_\_

Email Address: \_\_\_\_\_

College of Attendance: \_\_\_\_\_

College cum GPA: \_\_\_\_\_      Projected College Graduation Date (month, year): \_\_\_\_\_  
*if applicable*

Height (feet, inch): \_\_\_\_\_      Weight: \_\_\_\_\_

**Follow the checklist below to complete the NSE crosstown application:**

WINGS Application

- Complete a new student AFROTC application via <https://wings.holmcenter.com>
- Select the “Apply for AFROTC” tab to begin the application
- **Keep a record of your username/password as you will use it throughout your cadet career.**
- Upload all required supporting documents.

□ NSE Application

- Complete this entire NSE Crosstown Application (4 pages) and email to [recruiting@afrotc.gatech.edu](mailto:recruiting@afrotc.gatech.edu) by **15 August (Fall)/ 15 December (Spring)** (paper copies nor Google drive documents will not be accepted).

□ Register for AFROTC classes via the ARCHE program

- Please see the Enrollment Information Packet and <http://afrotc.gatech.edu/join.html> for more details.

## Crosstown Application

Because you are **NOT** a Georgia Tech student, you **MUST** complete these additional requirements to attend:

a. **Cross-Town Registration**

Download the Cross-Registration Application Form and submit to the applicable office.

If you are student at one of our eleven “Cross-Town” schools, then you can join AFROTC at Georgia Tech. Please refer to our website for a complete listing of all eligible colleges and universities. All cross-town students **MUST** register for AFROTC classes offered at Georgia Tech through the ARCHE Cross-Registration program. For information on the ARCHE Cross-Registration Program, including a list of Points of Contact by Institution and to download the Cross-Registration Application, go to:

<http://www.atlantahighered.org/collaboration/cross-registration/>

The Cross-Registration Application must be submitted directly to your home institution’s registrar office no later than **15 July (Fall) / 15 November (Spring)** unless your home school has an earlier deadline. The Cross-Registration Application must be completed on time or you will not be able to join AFROTC. Once your ARCHE application has been successfully submitted and processed, you will receive a GT ID number and instructions for submitting your medical forms.

b. **Georgia Tech Stamps Health Services Requirements**

In order to cross-register at Georgia Tech, you must upload the Georgia Tech Medical Entrance Form and Certificate of Immunization **directly to the Georgia Tech Stamps Health Services** once your ARCHE application has been processed. Failure to meet this requirement will result in a registration hold preventing you from being scheduled for AFROTC classes. These forms can be downloaded at: <https://health.gatech.edu/immunization-requirements/>

c. **Georgia Tech Buzzcard**

Once your ARCHE application has been successfully submitted and processed and you have received a GT ID number, proceed to the Buzzcard Office and to receive your Buzzcard (see Enrollment Information Packet for location).

**Do NOT send the ARCHE Cross-Registration Application nor  
GT Health Services Paperwork to the Detachment.**

## New Student Orientation (NSO) Day 1

### **Note: You must BRING the following documents with you to NSO (Day 1 of AFROTC):**

1. State certified birth certificate with raised seal: ORIGINAL & COPY
2. Social Security card: ORIGINAL & COPY
3. Selective Service card: COPY males only
4. ACT/SAT scores COPY College-Board printout
5. College Transcripts: COPY can be unofficial, if applicable
6. \*DD214, JROTC, CAP, Eagle Scout certificate COPY if applicable

Begin to gather items 1-6 now, but **do NOT send them** to the Detachment. These documents must be physically brought with you to NSO - Day 1. Originals will be validated and returned immediately. If you cannot obtain originals of those requiring an original, please inform us when submitting your NSE application.

*\* If you have prior military service, to include enrollment in at service academy, you must provide a copy of your DD Form 214. If you have been disenrolled from any officer candidate program (service academy, any ROTC program, OTS), you must provide your Form 785.*

### **Basic AFROTC Entrance Requirements:**

- Must be enrolled FULL-TIME at Georgia Tech or one of our eleven cross-town schools
- Must have at least 6 semesters if joining in the fall or 7 semesters if joining in the spring until earning your degree
- Must have at least a 2.0 college cumulative GPA (does not apply to incoming freshmen from high school)
- Must be age 18-39 at the time of graduation (18-29 for pilots, some restrictions apply)
- Must be within Air Force Accessions BMI / body fat standards to remain in the program
- Must hold U.S. citizenship by February of your AS 300 year (typically your junior year)

*\*This list is NOT all-inclusive; other entrance standards may apply*

### **Statement of Understanding**

**I certify I have read the entire NSE Application and the Enrollment Information Packet and understand all entry requirements and deadlines to join AFROTC. I understand that failure to provide all the information contained herein will result in entry refusal for the current semester.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

