

NEW STUDENTS

New Students are in processed at the beginning of each Semester (Fall and Spring). There is a lot of paperwork that must be filled out by the new cadet so please come prepared. Below is a listing of what you are required to bring with you to the Inprocessing appointment with the NCO.

Original State Copy Certified Birth Certificate with raised seal
Original Social Security Card
Selective Service Card or Printout from www.sss.gov - for Males only
ACT/SAT Scores
Transcripts from any other colleges you have attended before UNC-Charlotte
Any/All Civil Involvements over the past 7 years to include proof of disposition or final outcome
Any JROTC Certificates, it does not matter what branch
Civil Air Patrol Awards
Private Pilots License
DD 214 for Prior Service
Boy/Girl Scout Awards

You will need to bring in originals of these documents we will make copies for our records. DO NOT bring copies for us, we are required to see originals and verify that we have done so.

These documents listed above are required for us to complete Inprocessing you to our detachment. Most of you will not have the last 5 documents but some will have 1 or 2 of them so please ensure you check everything to make sure you have it with you when you come to your appointment.

Other information that will be completed during your Inprocessing appointment is as follows:

Request for Release of Student Records	This just lets the registrar know that you are allowing us to pull your transcripts for our records
Use of Herbal Supplements	Just a Health Warning for safety purposes
Student Consent to Release Records	You Giving us permission to release your records to office who have a need to know such as HQ AFROTC
DD Form 2058	Legal Residence Form
AF IMT 883	Privacy Act Form - Yours to keep (Information Only)
Foreign Language Self Assessment	We need to know what Foreign Languages you've taken since High School (up to 3)
HSSP Statement of Understanding	For Scholarship Recipients only

AFROTC IMT 20	Application for AFROTC Membership
AFROTC IMT 500	Personal Conduct in the Armed Forces
AFROTC IMT 35	Civil Involvement with local Authorities
DD Form 93	Record of Emergency Data
AF IMT 3010	Dependent Care Responsibilities
Statement of Understanding	Goes with the IMT 3010
AFROTC IMT 28	Pre-Participatory Sports Physical (MANDATORY)
AFROTC IMT 29	AFROTC Physical Health Screening Questionnaire
DD Form 2005	Privacy Act in Regards to Medical Records
AF IMT 2030	Air Force Drug and Alcohol Abuse Certificate

The best advice we can give you when filling out these forms is be honest up front and you will have no issues getting into the program baring any serious problems that may require a waiver package being submitted to our Headquarters at Maxwell AFB in Alabama.

You can contact either of the NCO's at the detachment in regards to the above information. Our phone numbers are as follows:

NCOIC, Personnel - 704-687-4538

NCOIC, Knowledge Operations Management - 704-687-2710

If you do not want to make a phone call you can e-mail the Detachment Organizational Box at det592@uncc.edu