



# Flight Academy Scholarship Application Instructions and Checklist



Current as of 15 Aug 18  
All Previous Versions are Obsolete

**Note:** Applications are fillable Adobe PDF forms and you must use a computer with Adobe Reader or higher installed. You must Enable all Features by selecting the tab in the upper right in order to use the form and see the fields. The last two pages of the instructions show how to do this. If you enable the functions and you cannot see the fields, you must change your settings. Instructions to do this are also included. If you have trouble selecting any dates, input using two digit day, two digit month, four digit year (e.g. 01/01/2020).

## 1. Applicant Certification

- Acknowledge all items by clicking inside of each field to the left of the statement.

## 2. Student Verification

- Enter your full legal name into the field that says "Student".
- Select the date by clicking in the field and then the drop down arrow to the right.

## 3. Applicant Information

**Last Name** - Enter your legal last name as indicated on your birth certificate.

**First Name** - Enter your legal first name as indicated on your birth certificate.

**Middle Initial** - If you have a middle initial, type it here. Otherwise, leave it blank.

**Date of Birth** - Select your date of birth by clicking in the box and then the drop down arrow to the right or type it in.

**Gender** – Select your gender as indicated on your birth certificate.

**Race** – Select your race as indicated on your birth certificate.

**Home Address** – Enter the street address (no city or state) of the home in which you share with your parent or legal guardian.

**City** – Enter the city in which the above address is located.

**State** – Select the state in which the above city is located.

**Zip Code** – Enter the zip code of your home address.

**Telephone** – Enter the primary phone number where you can be reached.

**Email** – Enter your primary email address.

**Name of School** – Enter the full name of the high school that you attend AFJROTC.

**AFJROTC Unit #** - Enter the designation for your unit (Example: SC-051).

**Last day of school Summer of 2019** – Enter the last day of school for Summer of 2019 as annotated by your official school calendar. Select the date by clicking in the field and then the drop down arrow to the right.

**First day of school Fall of 2019** – Enter the first day of school for Fall of 2019 as annotated by your official school calendar. Select the date by clicking in the field and then the drop down arrow to the right.

## 4. General Experience (All answers will be verified by SASI)

- For current employment, leadership positions, and team membership questions, please select the appropriate answer and list your title or kind of team (as appropriate).

## APPLICANT INSTRUCTIONS (CONTINUED)

### 5. Aviation Experience (All answers will be verified by SASI)

- Enter the appropriate number of flight hours, if any, by checking the field to the right. Flight hours other than Civil Air Patrol orientation flights must be verified in a log book and certified by a flight instructor. You may include up to **2.5 hours** of simulator time if it was conducted in an FAA approved simulator and certified in your log book by a Certified Flight Instructor.
- Check the field to the right if you have actively participated on a Multicopter Team at your AFJROTC unit for at least one (1) semester or more.
- Check the field to the right if you have actively participated on a Rocketry Team at your AFJROTC unit for at least one (1) semester or more.
- Check the field to the right if you are a member of the Civil Air Patrol. List the unit of which you are a member.
- Indicate whether you have 1 full year of Airframe and Powerplant education experience by checking the field to the right.
- For Juniors and Seniors, check this block if you are interested in applying for an Air Force ROTC 4-Year college scholarship with an aviation academic focus that also includes continued flight training at the host university.

### 6. Student Verification

- Enter your full legal name into the field that says "Student".
- Select the date by clicking in the field and then the drop down arrow to the right.
- Save the application and email to your parent or legal guardian.

### 7. Parent or Legal Guardian Information

**Last Name** - Enter your legal last name as indicated on government issued ID (drivers license, passport, etc.)

**First Name** - Enter your legal first name as indicated on government issued ID

**Middle Initial** - If you have a middle initial, type it here.

**Home Address** – Enter the street address (no city or state) of the home in which you share with your student.

**City** – Enter the city in which the above address is located.

**State** – Select the state in which the above city is located.

**Zip Code** – Enter the zip code of your home address

**Telephone** – Enter the primary phone number where you can be reached.

**Email** – Enter your primary email address

### 8. Parent or Legal Guardian Certification

- Acknowledge all items by clicking inside of each box to the left of the statement.

### 9. Parent /Legal Guardian Verification

- Enter your initials in small field to the upper left.
- Enter your full legal name into the box that says "Parent".
- Select the date by clicking in the field and then the drop down arrow to the right.
- Save application and email to the High School Principal/Counselor who will be completing the application.

### 10. High School Principal/Counselor Recommendation

- Enter all required information. For Work Title, please indicate whether you are the Principal or Counselor.
- For **SENIORS**, certify the student's score by selecting box to left, either ACT/SAT, (using drop down) and enter the score.
- Certify the student's CGPA by checking the box to the left and entering the actual GPA in the block provided.
- For the student assessment, please select the appropriate response for each statement.
- Certify your recommendation of the student by selecting the appropriate answer from the drop down menu and enter the student's name in the space provided.
- Enter your name in the signature block and select the date by clicking in the box and then the drop down arrow to the right.
- Save application and email to the SASI.

## APPLICANT INSTRUCTIONS (CONTINUED)

### 11. SASI Recommendation

- Enter all required personal information.
- Enter the composite fitness score.
- Enter student's WINGS identification number.
- For the student assessment, please select the appropriate response for each statement.
- Certify the student's AQT score by entering only the composite score in the block at the end of the statement.
- For the verification statements, enter your initials in the field to the left of the statement. The SASI is also responsible for verifying that an authorized parent or legal guardian has signed the application.
- Certify your recommendation of the student by selecting the appropriate answer from the drop down menu.
- Enter your name in the signature block and select the date by clicking in the box and then the drop down arrow to the right.

### 12. SASI Instructions for Submission

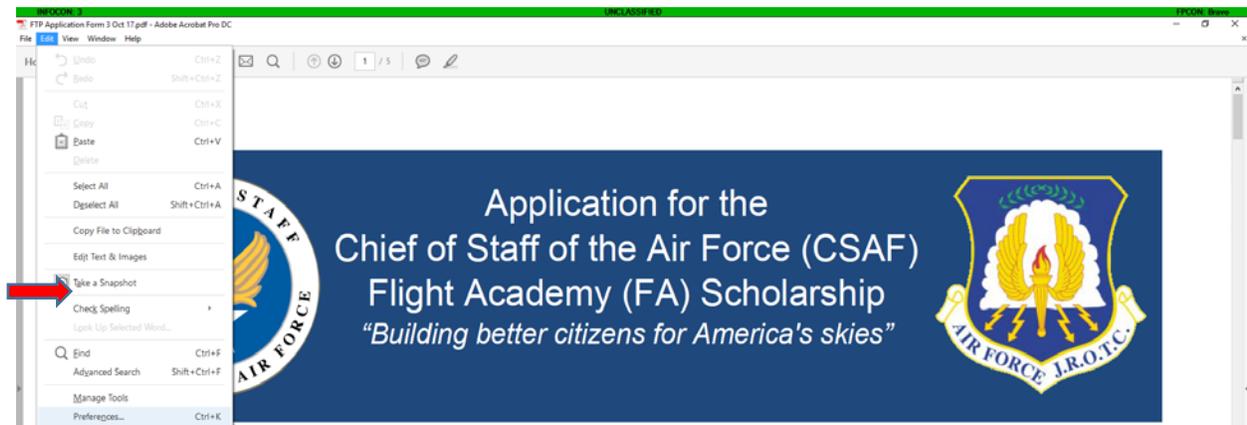
- Save the PDF application form as Lastname, Firstname\_Unit ID (e.g. **Smith, Jim\_SC-051**).
- Print the signature form and collect ink signatures from all parties. Scan and save to a PDF.
- Print the AQT page that shows all scores (score report) including the composite and save as a PDF.
- Print the fitness page from WINGS that shows all scores (score report) including the composite and save as a PDF.
- Scan the AQT score report, fitness score report and completed signature form into one document and save as Lastname, Firstname\_Unit ID Support Docs (e.g. **Smith, Jim\_SC-051 Support Docs**).
- Email the application and supporting documents to HQ-FlightTrainingPgm@afjrotc.com. Your email should have **only two attachments** (listed below in the Mandatory Documents) and they should be titled appropriately.
- All applications must be submitted before the established deadline to be eligible for consideration.
- Incorrect format, incomplete and late applications will not be accepted.

## APPLICATION CHECKLIST

### Mandatory Documents

1. Completed FA application (5 pages)
2. Supporting Documents (AQT score report, fitness score report, completed signature form)

## How to Enable Form Features



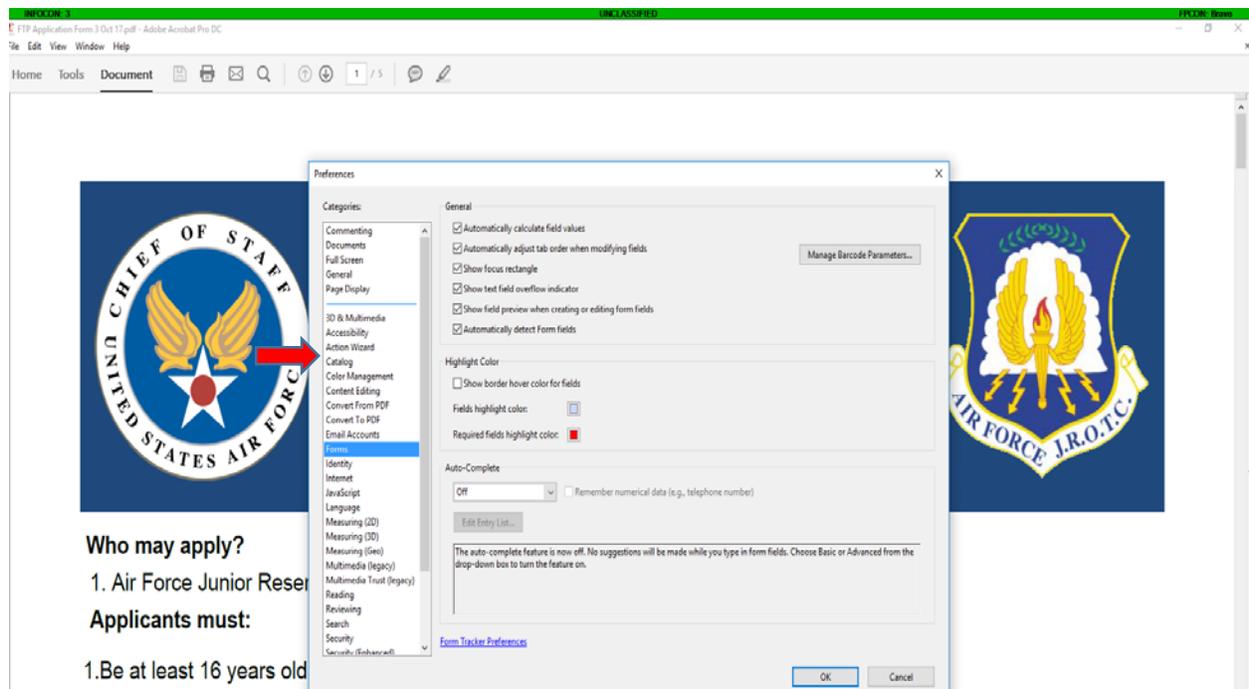
The screenshot shows the Adobe Acrobat Pro DC interface with the 'Edit' menu open. A red arrow points to the 'Take a Snapshot' option. The background is a PDF document titled 'Application for the Chief of Staff of the Air Force (CSAF) Flight Academy (FA) Scholarship' with the Air Force J.R.O.T.C. logo.

**Who may apply?**

1. Air Force Junior Reserve Officer Training Corps (AFJROTC) Cadets

**Applicants must:**

1. Be at least 16 years old by 1 June in the year in which you desire to attend the FA
2. Possess a current (within first 45 days of school) AFJROTC Presidential physical fitness assessment score
3. Have a cumulative grade point average (CGPA) of 3.0 or above (on a 4.0 scale)
4. Be endorsed by their Senior Aerospace Science Instructor (SASI) and Principal or High School Counselor



The screenshot shows the Adobe Acrobat Pro DC interface with the 'Preferences' dialog box open. The 'Form Features' section is selected in the left-hand menu. A red arrow points to the 'Form Features' section. The background is the same PDF document as in the previous image.

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INFORM 3 UNCLASSIFIED FPDFL Browsers

FIP Application Form 3 Oct 17.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Document

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