NROTC Scholarship Application Instructions & Checklist

Please read this document completely before starting the application

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Privacy Act Statement

1. *AUTHORITY:* The authority to request this information is contained in: 5 U.S.C. § 301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2107 (Financial Assistance Program); and Executive Order 9397 (Use of Social Security Numbers).
2. *PRINCIPAL PURPOSE(S):* The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.
3. *ROUTINE USE(S):* Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of routine uses in 32 C.F.R § 701.112, http://www.privacy.navy.mil/ and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.
4. *DISCLOSURE:* Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC program.

Application Login Account

When you access the NROTC Scholarship Application System, you arrive at a login/registration screen. The first time, you will need to 'Register' for a NETFOCUS gateway account using your email address and other personal information. When you go through the gateway registration process make sure you pick the email / password option and not the CAC card option. During the registration process you will be required to enter certain information including a pin (which can be anything, don't use your SSN for this pin). You will also be required to pick a security image. This image is only used in the event that you forget your password upon future logins. After your initial registration, you will receive and email with a link to activate your NETFOCUS gateway user account. This email will include a temporary password that must be changed on the first login to the gateway. Follow the link in this email and you will then log into the gateway and be forced to enter your new password. Your new password must follow these rules: (Between 15-30 characters in length, Contain at least 1 lower-case letter, Contain at least 1 upper-case letter, Contain at least 1 special character, Cannot contain any part of user's name, Cannot contain spaces, Must be different than any of the previous ten passwords, Must be changed every 60 days).

Once you have completed the registration and login process you will be able to start your scholarship application.

After you log into the NETFOCUS gateway you will click on the NRSA (NROTC Scholarship Application) link. When you first start your application you will be required to input your social

security number and birth date as additional security precautions. Please make sure these items are correct. This will only be required once. Your next login to your scholarship application will only require you to enter your email and password. If you do not login for more than 30 days your gateway account will become inactive and need to be reactivated so that you can login again. If you go for 45 days without logging in your gateway account will be deleted. If your gateway account becomes deleted you will need to create a new gateway account. If either the 30 day inactivity or 45 day delete actions happen your application will not be deleted and once you get your gateway account working again upon your next login you will be taken to your application again. It is best to login at least every 30 days so this will not happen.

General Instructions

This application requires considerable thought and detail; it may require several hours to complete. Please plan on multiple sessions. Use the checklist to gather and prepare the required information beforehand and then fill it in on-line. You may login multiple times in order to complete the process and submit your final application. The application contains ten pages/screens of data entry covering a variety of background topics. Each step will allow you to save all the information that you fill-in and you may return later to complete the remaining information.

When you have completed your application, selecting the 'Finish' page will allow you to audit your application for errors. The Audit will highlight any required information that is missing. You may print the Audit if you need to do further data gathering prior to completion. If your application passes the Audit with no errors, we recommend you save a copy of your application (Adobe PDF format) for your personal reference. Additionally, you must download and print some supplemental forms (available on the web site) that will make up a part of your application. You must take them to your coordinator/recruiter and complete and sign them in his/her presence before your application will be processed.

We strongly suggest you contact your coordinator/recruiter to have them review your application before you make the final submission. Once you click on the final submit button, you will not be able to access it or make changes.

Do not submit a paper copy of this application once you have electronically submitted it.

Application Deadline

The Application submission cycle starts in the spring approximately 18 months from the beginning of the school year for which we are soliciting applications. Deadline for submitting your application is the end of January for the school year for which we are soliciting applications. Early application improves, but does not guarantee the chance of placement at your first choice school. If you apply early and are not selected at the early Selection Boards, your application may be reconsidered at a later Board.

SAT/ACT Scores

Test scores must be sent to school code **0656**. You may submit your application electronically at any point, but we must receive qualifying test scores before the application will be considered complete.

Navy and Nurse Application
SAT minimum Math 520
Critical Reading or Evidence Based Reading and Writing 530
ACT minimum Math 21 English 22

Marine Application
SAT minimum combined score of 1000 on the Math and Critical Reading portions of the test
ACT minimum composite score of 22.
Armed Forces Qualification Test (AFQT) minimum score of 74

Navy and Nurse applications will use the highest scores from two separate tests. Marine Corps applications will use a single set of test scores. Valid Test Dates for the 2016 Scholarship Year are December 2014 through December 2016 – earlier or later tests will not be considered.

If you retake the SAT/ACT after you submit your application, in order to ensure those new scores are included in your application, you should provide a hardcopy of the test scores to your recruiter.

Application Problems

If you experience technical problems with the application website such as login and passwords, the web server, you experience server errors, or information is not saving correctly, please contact the Help Desk at: spawar.itchelpdesk@navy.mil

If you have questions about the information requested in the application or need help completing the application, please contact your recruiter/coordinator or the Candidate Guidance office at: pnsc_nrotc_cgo@navy.mil

After you have submitted your application and you would like to make changes, please contact the Application office at: pnsc_nrotc_applications@navy.mil . If you contact your recruiter/coordinator, they will need to contact the Application office on your behalf and the delay could obstruct application processing and cost you a scholarship.

Checklist

Please use the same email address you may have used for other official communications with recruiters, College Board Testing, and US Naval Academy because we may already have some of your information from these other sources and we need to match these up in the database. Please plan on continuing to use this email address/user login for the duration of the application process.

Do not give out your login information or your full SSN to anyone.

After you have created a login account, and after these instructions are presented, you will be asked two qualifying questions about your citizenship and high school graduation date. Then you will select one of three program options.

_____**Program** You must select Navy, Marine or Nurse Corps Program. You may only select one program. You may change the option selected prior to submitting your application.

Personal

_____**Name** Your full legal name including any suffix (Jr, Sr, III, etc)
_____**Gender** Select male or female
_____**Permanent Address** Your permanent home address
_____**Mailing Address** Where you receive mail, if it is different from your Permanent address
_____**Phone Number** A home, cell, or work phone number to contact you
_____**Cell Phone Number** (Optional), a cell phone number in addition to your home number
_____**Email Address** An email address; this must be a solid email address that you will use for official communications through the application cycle.

If you reside out of the country (i.e. mailing address is an APO or FPO), please use the address remarks field to provide full mailing address, country, postal codes, and international telephone numbers.

_____**Place of Birth** City, State and Country where you were born.
_____**Citizenship** You must be a US citizen, or be in the process of obtaining you citizenship, to apply for this program. Indicate if you are a citizen of the United States and how you obtained citizenship (birth or naturalization) or when you expect to receive your citizenship. You will need to provide a birth certificate and/or proof of naturalization to your local recruiter. Note: If your parents are U.S. citizens, but you were born in a foreign country, your citizenship is by birth.
_____**Other Citizenship** If you hold citizenship for any other country (i.e. dual citizenship), you must identify them in the 'Remarks' section.
_____**State of legal Residence** For most applicants, this will be that state in which you currently reside. If you have any questions in this matter, you should check with your parents.
_____**Language Proficiency** Any languages, other than English, that you might speak or understand. Please review the list of languages and select any that apply and answer the questions regarding how proficient you are and how you obtained your skill.
_____**Race and Ethnicity** You may select as many of the racial categories that you feel apply to you. You may also select an ethnic group if you desire. This data is used solely for statistical purposes and will not be considered in selection decisions.
_____**Referral** Please indicate how you heard about NROTC. If referred by a coordinator or recruiter, please provide his/her name.
_____**Height** Current height.
_____**Weight** Current weight.
_____**Legal infractions** Please list any legal infractions including traffic violations. Please describe the infraction and the legal penalty imposed. You may include additional remarks to explain if desired. If you indicate any arrests or convictions other than traffic violations, you should clarify in the 'Remarks' section.

References

_____**References** Provide the names, mailing addresses, phone numbers, and email addresses for three required references: 1) a guidance counselor/school administrator; 2) a math, science, or English teacher (depending on program option), and 3) another teacher, counselor, coach, or employer. For teachers, please provide the mailing address for the school instead of a home address.

Note: A Physics teacher cannot be used to complete the Math teacher evaluation

These individuals will be provided instructions on how to complete the necessary forms. We will ask these individuals to evaluate you in several areas and to compare you to your peers; they will also have space to provide written remarks. You should select these individuals carefully as weight will be given to their comments.

Education

_____Whether or not you were **home schooled**
_____**Graduation Information** Month and year that you graduated/will graduate from High School.
_____**Class Rank & Class Size** Indicate your rank in class and the size of your graduating class. If you are home schooled, if your school does not rank or if you don't know indicate 1 of 1.
_____**High schools, college preparatory schools and colleges attended** You will need to provide names and addresses of all high school, college preparatory schools, colleges, junior or community colleges, and trade schools. You will also need to obtain transcripts that reflect courses taken at all the listed schools.
_____**Current Studies** Please list all courses that you are currently taking or plan to take in your senior year of high school. If in college, list your current and/or planned courses.
_____**Probation or Expulsion** Have you ever been placed on probation or expelled from any college, civilian preparatory school or high school? If yes, please provide the date, reason for probation or expulsion, name and address of school. Please explain the details of the probation or expulsion in the 'Remarks' section.

Test Scores

_____**Test Scores** You may list up to 6 SAT/ACT scores and dates taken (from December 2014 to December 2016). Any scores that cannot be validated will not be considered. For the Navy and Nurse options, the highest scores from two separate tests will be used. For the Marine Corps option, a single test will be used which reflects your overall best score. All test scores that you wish to have considered must be released to the Naval ROTC Program at Code **0656**.

Military

_____**Attendance at Military Academy Preparatory Schools** If you attended the Air Force, Naval or Military Academy Preparatory School or the Navy BOOST school, please select "yes" and provide the details of which school and your status at that school. If you did not complete the school, please explain in the 'Remarks' section.
_____**DEP** Indicate if you are currently in the Delayed Entry Program (DEP) and, if so, provide your ship date.
_____**Military Service** If you have ever served in the military, provide the following details: If you have been on Active Duty in any of the U. S. Armed Services drawing full pay at any time, was it on regular active duty or were you activated from your reserve unit? Provide the branch of the service, your highest grade or rank, name of unit assigned, dates of active duty, date of discharge and

characterization of Discharge. Are you currently in the reserves or a National Guard organization? If so, provide the branch of the service, your highest grade or rank, whether on Active or Inactive Reserve Duty, the name of unit assigned, and date the tour started.
_____**Rejection for Military Service** Have you ever been rejected for any reason for service in any branch of the military or ROTC? If yes, please explain in the 'Remarks' section.
_____**Attendance at Service Academy or ROTC Program** Have you ever been a Cadet/Midshipman at any of the U.S. Service Academies or ROTC Program? If yes, please answer the following: Which program? Dates attended? Reason for departure?
_____**Application for Service Academies or ROTC Programs** If you are applying to any of the service academies or other ROTC programs, please indicate.

Family

_____**Parental Information** Please provide your parent's names and their address(es) if different from yours. List your parents' occupations. List your parents' full names and education information.
_____**Parental Military Service** If either or both of your parents served in the military, provide information about branch of the service, if they are currently on active duty, current rank/rate, if discharged, if retired, retirement rank/rate, and duty status. If you are uncertain about the answers to any of these questions, please ask your parents.
_____**Parents Death** If either or both of your parents are dead, we would like to know if they died while on active duty in the military.
_____**Family Education** Has either of your parents or any siblings attended college? If yes, was a degree obtained. Indicate parents highest level of education?
_____**Family graduates or participants in Service Academies or ROTC programs** Please indicated if either of your parents or any of your siblings participated in one of these programs. You will be asked which program and year of graduation.

Employment

_____**Volunteer History** Please indicate all volunteer experience during high school. Please provide amplifying information in the 'Remarks' section (i.e. the organization(s) involved and the nature of the volunteer work). Please indicate the approximate total number of hours volunteered in each year (indicate planned hours for senior year).
_____**Work History** Please indicate the approximate number of hours that you worked per week during the school year. Please answer the questions about the type of work that you were assigned.
Provide the reason that you worked and any additional information about the duties and responsibilities in your job(s) in the 'Remarks' section. We are particularly interested in work experience that displayed leadership or management skills. If you worked during the summer and would like to provide that information, please use the 'Employment Remarks' box (indicate planned hours for senior year).

Activities

_____**Athletic Activities** Check all the blocks that apply to your four years of high school. If you have not yet completed your senior year, please project your activities for your senior year. If you participated in organized sports that are not reflected in the table, please select "other" and explain in the 'Remarks' section. If you took part in athletic pursuits that were independent of school, please select "other" and provide as much detail as possible in the 'Remarks' section. Indicate how well and how often you swim.
_____**Non-athletic Activities** Please indicate your participation in any of the activities indicated. You can provide more details in the 'Remarks' sections below each group of activities. If you participated in

activities that are not listed, please explain in one of the 'Remarks' sections. Indicate how many hours per month you are usually involved in these activities.

_____**School Offices.** Please indicate your leadership and/or participation in any of the school organizations or school clubs. Please use the 'Remarks' section to provide the names of the clubs in which you hold membership. Indicate how many hours per month you are usually involved in these activities.

_____**School Publications.** Please indicate any positions held for school publications. Remembers to use the 'Remarks' section to provide additional information. Indicate how many hours per month you are usually involved in these activities.

_____**School Organizations** Please indicate you invitation to become a part of these organizations. Use the 'Remarks' section to indicate and special positions or events you participated in as part of these organizations. Indicate how many hours per month you are usually involved in these activities.

_____**Awards and Honors** If you indicate that you received awards, please provide details on the type and nature of the award in the 'Remarks' section.

_____**Music Participation** Please indicate any involvement in music organizations and any leadership positions held. Please use the 'Remarks' section to indicate what instruments you play and any awards earned. Indicate how many hours per month you are usually involved in these activities.

_____**Other Activities** Please indicate involvement in any other organizations, Select from the drop down box or indicate in the 'Remarks' section for any activities not already covered. Indicate how many hours per month you are usually involved in these activities.

_____**JROTC/CAP/Sea Cadets** If you are a member of JROTC, Civil Air Patrol (CAP) or Sea Cadets, please indicate the years you were a member as well as any years you held a leadership position. Indicate how many hours per month you are usually involved in these activities.

_____**Other Accomplishments** Indicate any other accomplishments you may have achieved. Use the 'Remarks' section to list any accomplishments, responsibilities, leadership, or other noteworthy activities.

NROTC Interests

_____**LREC Interest** The NROTC Program desires applicants interested in pursuing baccalaureate degrees in engineering, math and science fields. Students interested in pursuing language or cultural studies majors should examine the opportunities available in the Navy's Language, Regional Expertise, and Cultural Awareness (LREC) Program, offered at select NROTC units. Annually, the Navy will offer this program to a select number of students. Attainment of a specific level of language proficiency is not required by the NROTC LREC program. Please indicate your interest in the LREC program by checking the appropriate box.

Your response indicates interest only. Your application will be reviewed and, unless otherwise specified in your selection letter, your scholarship will be awarded in conjunction with the academic major and tier specified in the NROTC Interests section of your application

_____**Minor Serving Institution Scholarship Interest** The NROTC program grants scholarships to Minority Serving Institutions (MSI)at NROTC-affiliated Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), and institutions with High Hispanic Enrollment (HHE). Please indicate your interest in the MSI scholarship program by checking the appropriate box.

Your response indicates interest only. You must still contact the NROTC Unit at the Minority Serving Institution you wish to attend in order to begin the application process for the MSISR scholarship

_____**Five college choices** The Naval ROTC Scholarship is awarded to a specific school affiliated with an Naval ROTC Unit. The Unit resides at a host school and there may be affiliated or "cross-town" schools within the local commuting area. You must select five (5) choices for the college or university you want to attend on the NROTC scholarship Each of your five (5) choices must be for a college/university at a different Naval ROTC Unit. There are over 70 units, and over 160 different colleges and universities(for a listing of Naval ROTC Units and associated schools, see (http://www.nrotc.navy.mil/colleges_nrotc_unitsXP3.html) You may not select a unit more than once; this includes the cross-towns. For example, if you select Drexel, you may not select the University of Pennsylvania as another of your choices. College choices are used for initial placement at particular NROTC unit only. If you are awarded a scholarship, it will be for one specific school and may not be used at any other school affiliated with the unit's host school. You must apply to, be accepted at, and enroll in your assigned school in order to utilize the scholarship. Applying to all five of the choices will increase the chances for acceptance and enrollment and will therefore increase the opportunities to use a scholarship if selected.

_____**Acknowledgement** Make sure you check the acknowledgement box underneath your college choices indicating you understand that you must apply to these college/university choices. We will do our best to place you at one of your top 3 choices, but we cannot guarantee such placement. There is also a possibility that we will be unable to place you at any of your listed choices and may contact you at a future date for additional choices. Please let us know how strongly you feel about your choices and the order in which you have placed them.

_____**College major for your first choice school** What is your planned college major. Please select from the list available and choose a major (with its associated tier) that you think you'd like to study. The Navy will award more scholarships to those candidates whose academic interests align with Navy needs.

Essays

_____**Essays** You are required to compose your own statements. You should think carefully about what you wish to say and attempt to answer the question or discuss an issue as concisely and completely as possible. You will be required to sign a statement that certifies that the statements are original work and that you composed them yourself. These are short essay questions that should consist of one to two paragraphs with 250-500 words.

Finish

_____**Application Audit** When you select 'Audit', the application will check several key areas. In some cases, an item will be flagged for completion or correction. These key areas must be completed correctly before you can submit your application. In other cases, you will be informed that information appears to be missing or incorrect and given the option to submit the application as it is. This indicates that the field is not mandatory, but you are reminded that the more complete and accurate your application, the better the board will be able to evaluate your application.

_____**Personal Review** After you have reviewed and corrected any problem areas, you should review the entire application for accuracy and completeness.

Providing false information could result in your application not being considered or in revocation of a scholarship offer.

_____**Save a Copy of Your Application** At any time while working on this application, but most especially at the time you submit it, you may create a printable PDF (Adobe Reader) version of your application. You may download this PDF file to your computer and print it if you want a paper copy. You

may want to provide a copy of your application to person who will be doing your Officer Interview. It will be a reference for you of the information you submitted.

We strongly suggest you work with your coordinator/recruiter and have them thoroughly review your application before you proceed to the next step.

_____**Submit** When you and your recruiter/coordinator are satisfied that the application is as thorough and complete as you can make it, then click the 'Submit' button.

_____**Supplemental Forms** There are Supplemental Forms stored on the public NROTC website. After your application is submitted on-line, you will need to take supplemental forms to your Coordinator/Recruiter's office and work through those forms with him/her.

Navy option applicants should retrieve this set of forms:
http://www.nrotc.navy.mil/pdfs/Navy_Option_NROTC_Supplemental_Application_Forms_June_2014.pdf
Nurse option applicants should retrieve this set of forms:
http://www.nrotc.navy.mil/pdfs/Nurse_Option_NROTC_Supplemental_Application_Forms_June_2014.pdf
Marine Corps option applicants should retrieve this set of forms:
http://www.nrotc.navy.mil/pdfs/MC_NROTC_Supplemental_Application_Forms_June_2014.pdf

After submitting the application, you will no longer be able to login and make changes to it. If you do login, you will be taken to a screen where you may see the status of your application.

_____**Fitness Assessment** Marine Option applicants must conduct a Physical Fitness test with you recruiter. Navy and Nurse Option applicants must conduct an NROTC Applicant Fitness Assessment and provide your scores to your recruiter/coordinator.

Details of the fitness assessments can be found at the following link:
http://www.nrotc.navy.mil/physical_requirements.html