

## Sponsor Registration Checklist (PREP SCHOOL ONLY!)

### REQUIREMENTS FOR CIVILIAN:

1. One Letter of Introduction from yourself (please limit to one page)
  - a. Describe your family (include names)
  - b. Place(s) of employment for yourself and spouse
  - c. Favorite sport/hobby (please name at least one for each)
  - d. Why you are interested in becoming a sponsor
  - e. Signatures of both Primary and Spouse
  - f. If you are wishing to sponsor a particular cadet candidate, please include the cadet candidate's name (first, last) and the year the cadet will graduate from USAFA (i.e. Prep Class 2023 is USAFA Class 2027)
  - g. At least 28 years of age
2. Two Letters of Recommendation (from friends/neighbors/co-workers, etc. but not family members)
  - a. How long have they known you?
  - b. What is the basis of their relationship with your family?
  - c. Why they feel your family would be a good candidate?
  - d. Please ensure that these letters include signatures.
  - e. At least 28 years of age
3. Complete the Sponsor Questionnaire attached (Questions? Call 719-333-7737 or email [USAFAPrepInfo@afacademy.af.edu](mailto:USAFAPrepInfo@afacademy.af.edu)).

### REQUIREMENTS FOR USAFA GRADUATE OR PARENTS/RELATIVES of CADET CANDIDATES:

1. One Letter of Introduction from yourself (please limit to one page)
  - a. Describe your family (include names)
  - b. Place(s) of employment for yourself and spouse
  - c. Favorite sport/hobby (please name one for each)
  - d. Why you are interested in becoming a sponsor
  - e. Signatures of both Primary and spouse.
  - f. If you are wishing to sponsor a particular cadet candidate, please include the cadet candidate's name (first, last) and the year the cadet will graduate from USAFA (i.e. Prep Class 2023 is USAFA Class 2027)
  - g. At least 28 years of age
4. Completion of the Sponsor Questionnaire

### MILITARY/DoD BACKGROUND (ACTIVE/RETIRED/RESERVE):

1. Completion of the Sponsor Questionnaire.
2. Must meet rank/grade/age requirements: O-3 or above, E-6 or above, GS-5 or above and at least 28 years of age.

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**Please submit complete packets only.** Submitting incomplete packets will delay processing.  
When submitting from via e-mail there will be NO need to mail original forms.

Return to one of the following:

MAIL: Cadet Candidate Sponsor Program USAFAPS/PSS  
5220 Cedar Drive, Ste. 108  
USAF Academy, CO 80840

E-MAIL: [USAFAPrepInfo@afacademy.af.edu](mailto:USAFAPrepInfo@afacademy.af.edu) (**scanned letters must include signatures**)

For questions, please email [USAFAPrepInfo@afacademy.af.edu](mailto:USAFAPrepInfo@afacademy.af.edu) (allow at least 48 hrs for a reply).  
Check USAFA's website for the Cadet Sponsor Program online handbook (guidelines, tips, important phone numbers and more): <https://www.usafa.edu/prep-school/prep-school-sponsor-program/>

Thank you for supporting the Cadet Candidate Sponsor Program.

Revised 06/21

**PREP SCHOOL SPONSOR QUESTIONNAIRE**

**PRIMARY'S NAME** (Title, Last, First, MI) \_\_\_\_\_

**SIGNIFICANT OTHER'S NAME** (Title, Last, First, MI) \_\_\_\_\_

**Are you a DoD ID Cardholder? Yes/No**

**Is your Significant Other a DoD ID Cardholder? Yes/No**

**FOR NON-DOD ID CARDHOLDERS: IN ORDER TO ENSURE THE SAFETY OF THE CADET CANDIDATES, YOUR PERSONAL EMAIL AND NAME WILL BE USED TO CONDUCT A BACKGROUND CHECK. SUBMITTING THIS FORM CONSTITUTES CONSENT TO CONDUCT A BACKGROUND CHECK.**

**Please let us know if any of the information on this form changes, or if other family changes could impact the Cadet Candidate(s).**

**STREET ADDRESS:** \_\_\_\_\_

**CITY/ZIP CODE:** \_\_\_\_\_

**E-MAIL ADDRESS/ES: 1)** \_\_\_\_\_ **2)** \_\_\_\_\_

**PHONE: (W)** \_\_\_\_\_ **(H)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Check here if your contact information in box is releasable to cadet candidates' parents and USAFA staff members**

**STATUS:** (Circle) Active DOD Civilian Retired Parent of C/C Reserve Community Member (Civilian, no DoD-affiliation) USAFA Grad

**RANK/GRADE:** (Circle) Officer (0\_\_\_\_) Enlisted (E\_\_\_\_) Warrant (W\_\_\_\_) Federal Service (GS\_\_\_\_)

**BRANCH:** (Circle) Air Force Navy Army Merchant Marines Coast Guard Marines

**ETHNICITY:** (Circle) African American Native American Hispanic Inter-Racial Caucasian Other: \_\_\_\_\_ Asian/Pacific Islander

**RELIGIOUS AFFILIATION:** (Circle) Agnostic/Atheist Islamic/Muslim Non-Denominational Christian Baptist Jewish Non-Denominational Christian Buddhist Methodist Protestant Catholic Mormon/LDS Other: \_\_\_\_\_ Unknown/Uncommitted

**MARITAL STATUS:** (Circle) Married Single Divorced Widowed Legally Separated

**FAMILY'S (2) FAVORITE SPORTS/HOBBIES:** (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Do you have any of the following in your home?** (Circle all which apply)

Cats Dog Other pets (type) \_\_\_\_\_ Smokers Young Children (#/ages) \_\_\_\_\_ Teenagers (#/ages) \_\_\_\_\_

**CADET CANDIDATE GENDER REQUEST:** (Circle or number) \_\_\_\_\_ Male/s \_\_\_\_\_ Female/s \_\_\_\_\_ No Preference

**Preferred number of cadet candidates to sponsor for the Academic Year** \_\_\_\_\_

**Special Request of Cadet Candidate(s):** *Please call or send us an e-mail to check for availability of specific cadet candidate(s).*

If you have the name of a specific cadet candidate you would like to sponsor, please list the full name (s). You may request to sponsor as many cadet candidates as you wish.

(Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_

**PLEASE PUT ANY ADDITIONAL COMMENTS IN E-MAIL**

**OFFICE USE ONLY:**

Date received \_\_\_\_\_ Date processed/ entered in database \_\_\_\_\_ Initials \_\_\_\_\_

Receipt sent \_\_\_\_\_  
Revised May 2019