Enrollment/Contracting Checklist

Name: __________________________

Enrollment-Required forms: (Advisor)  Waiver required: __________________________

1. ___CC Form 139R (Enrollment Form)
2. ___CC Form 136-R (Briefing on Government Benefits for ROTC Cadets)
3. ___CC Form 137-R (Authorization/Declination for access to student records)
4. ___ DA 3425 (Medical Fitness Statement) unless DODMERB qualified.

Contracting- Additional required forms: (HRA/ROO)

1. ___CC Form 104R (Planned Academic Program Worksheet; filled out by you and signed by your academic advisor) and Instructions
2. ___SF 1199A (Direct Deposit Form; bottom portion filled out by your bank)
3. ___DD Form 93 (Record of Emergency Data)
4. ___SGLV-8286 (Serviceman’s Group Life Insurance Form)
5. ___W-4 (current year)
6. ___DD Form 2005 (Privacy Act Statement-Health Care Records)
7. ___DD Form 2058 (State or Legal Resident Certificate)

Contracting- Additional documents required when applicable: (HRA/ROO)

1. ___Birth Certificate or Statement of Citizenship (Please provide original to make copy of)
2. ___Social Security Card (Please provide original to make copy of)
3. ___Transcripts (High school and/or College)
4. ___SAT/ACT scores (4 yr.scholarship winner only)
5. ___DD 214 (Member 4 or Service 2 copy only)
6. ___DD 220 (Certificate of BCT completion) if attended Basic ONLY
7. ___DD Form 4/1, 4/2 (Enlistment/Reenlistment Document; Currently in Guard or Reserve)
8. ___DODMERB physical qualification within 24 months of qualification
9. ___APFT (Army Physical Fitness Test) including HT/WT; administered by ROTC Cadre
10. ___SMP contract-NGB 594-1 (National Guard) or DA 4824-R (Reserve)
11. ___CC 203-R for GRFD scholarship requests
12. ___Security Clearance started: Yes____ No____

NOTES: (ROO)

MS Class________

Non-Scholarship_____ Scholarship_____ Type of scholarship requesting____________________

DODMERB_______ MEPS Fast track__________

Prior service_____ YES____ NO

Currently in: Guard_____ Reserve_______ Unit________________________________________

DOD ID #________________________