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.
5. ____Birth Certificate or Statement of Citizenship (Please provide original to make copy of)
6. ____Social Security Card (Please provide original to make copy of)

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. ____Transcripts (High school and/or College)
2. ____SAT/ACT scores (4 yr.scholarship winner only)
3. ____DD 214 (Member 4 or Service 2 copy only)
4. ____DD 220 (Certificate of BCT completion) if attended Basic ONLY
5. ____DD Form 4/1, 4/2 (Enlistment/Reenlistment Document; Currently in Guard or Reserve)
6. ____DODMERB physical qualification within 24 months of qualification
7. ____APFT (Army Physical Fitness Test) including HT/WT; administered by ROTC Cadre
8. ____SMP contract-NGB 594-1 (National Guard) or DA 4824-R (Reserve)
9. ____CC 203-R for GRFD scholarship requests
10. ____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 #____________________