

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 and signed 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. ___ ACFT (Army Combat 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 ___
11. ___ 167R-Scholarship acceptance

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 # _____