

# **Instructions for Completion of Cadet Enrollment Paperwork**

## **Completed Forms Checklist**

- \_\_\_ CC Form 139-R
- \_\_\_ CC Form 136-R
- \_\_\_ CC Form 137-R
- \_\_\_ DA Form 3425-R

## **CC Form 139-R**

Complete Electronically (Typed) – Click on desired box to see instructions for that box.

### **Part I – General Information**

- 1) Enter your name
- 2) Enter Social Security Number
- 3) Enter College ID #
- 4) Enter your primary email address
- 5) Enter your campus address
- 6) Enter Primary phone number
- 7) Enter your permanent address
- 8) Enter Primary phone number
- 9) Enter Date of Birth
- 10) Enter Place of Birth
- 11) Enter Religious Preference
- 12) Enter Blood Type (if known)
- 13) Enter ACT scores (if known)
- 14) Enter SAT scores (if know)
- 15) Enter your gender
- 16) Enter your height in inches (i.e. 5'11" is 71)
- 17) Enter weight in pounds
- 18) Enter Marital Status (M-Married, D-Divorced, S-Single, W-widowed)
- 19) Enter number of Dependants (i.e. children) Enter Y for Yes and complete #19a, enter N for No, skip #19a
- 20) Enter an "x" in appropriate box
- 21) Enter an "x" in appropriate box
- 22) Self-explanatory
- 23) Self-explanatory
- 24) Enter Next of Kin's Last Name, First Name, Middle Initial and Relationship (i.e. Jones, Pamela D., Mother)

## **Part II – Academic Information**

- 25) Enter “Oregon State University” 25a) Enter “003210”
- 26) Enter “Oregon State University” or “Western Oregon University” 26a) Enter “003210” for OSU or “003209” for WOU
- 27) Enter R for resident, N for non-resident
- 28) Enter Fr-Freshman, SO-sophomore, JR-Junior, SR-senior, GR-Graduate
- 29) Enter projected graduation date.
- 30) Enter Major
- 31) Enter Minor if applicable
- 32) Enter completed credits
- 33) Enter 180
- 34) Enter College GPA
- 35) Enter Other colleges attended If applicable
- 36) Enter your High School
- 37) Enter ‘Y’ for yes and complete #37a, Enter ‘N’ for no and DO NOT complete #37a
- 38) Enter other scholarships
- 39) Enter JROTC experience

## **Part III – Current or Prior Military Service (To include Producing Programs)**

Place an X in Not Applicable and proceed to section IV unless applicable  
40 – 41h - Self Explanatory

### **On Page 2**

- 42) Read information and check the box
- 43) Read information and check the appropriate box
- 44) Check the appropriate box – complete **When:** box if necessary
- 45) Read information and check the first box followed by “I do” or “I do not” box.
- 46) Read information and check the appropriate box
- 47) Read information and check the appropriate box

**At this point, review all information to ensure it is correct and then Sign the document in INK.**

**Do not complete pages 3 – 6.**

**Return all 6-pages when complete.**

### **CC Form 136-R**

- 1) Read the Form
- 2) Date the document
- 3) Sign document in INK
- 4) Print your name

### **CC Form 137-R**

Complete either Part I or Part II – Do not complete both.

### **DA Form 3425-R**

Visit Student Health Center or your preferred Physician to complete this form.