

## **Enrollment/Contracting Checklist**

Name: \_\_\_\_\_

**Enrollment-Required forms: (Advisor)**

Waiver(s) 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 Yes \_\_\_\_ No \_\_\_\_ and Type \_\_\_\_\_

**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 # \_\_\_\_\_