

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

## Army ROTC Enrollment Paperwork Checklist and Instructions

1. \_\_\_\_\_ **Print this checklist** and complete all required forms. Some forms are PDF fillable so should be typed before being printed, while others will need to be printed first in order to be signed or completed. Directions for **some** of the forms are included below; however, most forms are self-explanatory. Turn in all documents in one complete packet. Type your responses where applicable and either sign digitally or sign in ink.

### Forms to complete:

2. \_\_\_\_\_ **Cadet Enrollment Record, CC Form 139-R** (Most of the blocks are self-explanatory. Nonetheless, information on some of the blocks is below). **Type your responses for this form. Only fill out pages 1 & 2, Leave pages 3-6 blank.**

#### Part One

3. College ID#: (Hokie ID)
4. Email: (VT email address)
5. Local address: VT residence hall and room number—if you have received one already, otherwise just write “Pearson Hall.”
6. Phone number (CELL!!)
7. Permanent Address: Home address
8. Phone: (home phone or alternate number such a parent’s)
9. DOB (Date of Birth: MM/DD/YYYY)
10. POB (Place of Birth)

City	State	Country
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13. ACT (composite score or N/A)
14. (Math/Verbal super score total or N/A)
21. Citizenship. Check one of U.S. Citizen or Non U.S. Citizen, then check any others on the line across from the box you first checked. Check all that apply. For example, if born overseas to a French Mother and U.S. Father, you might check 1. US Citizen, 2. Born Overseas with US Parents, and 3. Dual National. If a non- US citizen, check immigrant alien if you have a green card, and one of the others if you do not.

#### Part Two

25. Virginia Tech
- 25a. 003754
26. Virginia Tech or Radford U.
- 26a. 003754 for VA Tech, or 03732 for Radford
27. Residency status: I or O (I: In-State Virginia Resident, O: out of state resident)
29. Normally four years from the time unless you have enough transfer credits to graduate early, or are an engineer major needing an extra semester or year to graduate.
31. If any. Know that you can get a Leadership Minor through Army ROTC.
32. Any current or transfer credits you have completed already that COUNT towards your degree requirements (not all transfer credits do).
33. See the VT checklist for your planned major, the total number of credits needed for your degree will be located somewhere within the checklist. Use the checklist with the date closest to your planned

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graduation date. Majors' checklists can be found at: <https://www.registrar.vt.edu/graduation-multi-brief/checksheets.html>

34. Cumulative college grade point average to date, if any.

36.a. High School Graduation Date

37. 4 year, 3 year, 2 year, etc. If a scholarship from the National High School Board, add "HSB". If a Minuteman Guaranteed Reserve Force Duty Scholarship, add "MM", if a Campus Based scholarship from VT Army ROTC, add "CB."

### **Part Three**

40a. National Guard (list State, i.e. VA NG for Virginia National Guard), US Army Reserves (USAR), or Active Duty (list one: Army, Navy or Air Force, i.e. AD AF; AD Army, AD Navy)

### **Part Four**

Check all blocks that apply

Sign and Date.

#### **3. \_\_\_\_\_ IRS Employee's Withholding Allowance Certificate--Form W-4**

If your parents still claim you as a dependent on their taxes, blocks 5, 6 and 7 should be "0".

#### **4. \_\_\_\_\_ Direct Deposit Fast Start Form or Direct Deposit form SF 1199A**

If using SF 1199A, you fill out section one blocks **A, D, and E** only and **sign in Payee/Certification** section only; section two is left blank; and **your bank fills out and signs section three**. Fast Start form is self-explanatory.

#### **5. \_\_\_\_\_ State of Legal Residence--DD Form 2058**

#### **6. \_\_\_\_\_ Privacy Act Statement, Health Care Records--DD Form 2005**

#### **7. \_\_\_\_\_ Briefing on Government Sponsored Benefits--CC Form 136-R**

#### **8. \_\_\_\_\_ Authorization for Access to Student Records--CC Form 137-R**

#### **9. \_\_\_\_\_ NRB Dental Form**

Does **not** have to be signed by a dentist. YOU provide the dentist's information and sign it yourself.

#### **10. \_\_\_\_\_ Enrollment Information (VT Form 1)**

#### **11. \_\_\_\_\_ Authorizations for Academic Records Release**

#### **12. \_\_\_\_\_ Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286)**

#### **13. \_\_\_\_\_ Immunization Record--SF601**

Please provide a record of **ALL** your immunizations and not just the immunizations the school requested.

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14. \_\_\_\_\_ A copy of your DoDMERB letter if you have **already completed** a DoDMERB exam. If you have **not completed** a DoDMERB exam, then you need to fill out the DoDMERB Request form.
15. \_\_\_\_\_ **DD 93 Record of Emergency Data**. Fill out section 1 and sign/date at the bottom of section 2.
16. \_\_\_\_\_ **High School and College Transcripts** (unofficial copies are fine)
17. \_\_\_\_\_ **SAT/ACT Scores** (an unofficial copy or a screenshot is fine). If you did not take the SAT/ACT check here
18. \_\_\_\_\_ **When you come to our office to turn in this paperwork, you must BRING the items below since we must see the originals or notarized versions.**
  - \_\_\_\_\_ a. **Proof of US Citizenship: Birth Certificate or Naturalization Certificate**
  - \_\_\_\_\_ b. **Social Security Card**

We will verify the original or notarized versions and return them back to you immediately once we make photo copies. **We must see the originals!**

If you have any questions on any forms or items within the forms, please call (540)231-6402/4342 or 2732 or email [rotc@vt.edu](mailto:rotc@vt.edu).