

NAME (Last, First): _____ MS SEM/YEAR: _____
 SCHOOL: _____ EMAIL: _____
 SSN: _____ PHONE #: _____
 STATUS: _____ APFT SCORE: _____
 IN STATE/OUT OF STATE RESIDENT? _____ GPA: (Semester) _____, (Cumulative) _____
 MAJOR: _____ SCHOLARSHIP START DATE: _____
 GRAD DATE: _____ COMMISSIONING DATE: _____

CONTRACTING CHECKLIST

BASIC ENROLLMENT FORMS:

- Release Waiver of Liability
- CC 136-R – “Government Benefits”
- CC 137-R – “Auth. / Student Records”
- CC 139-R – “Cadet Enrollment Record”
- CC 104-R – “Academic Worksheet”
- DA 3425R – “Medical Fitness Statement” – MUST be signed by a medical professional

ADDITIONAL REQUIREMENTS:

- DD 2351/2492 - DODMERB Physical or DA 2807-1/2808-MEPs Physical (Guard/Reserve)
- APFT Scorecard
- Transcripts (Unofficial, must show cumulative GPA)
- Birth Certificate
- Social Security Card

FINANCE FORMS:

- SF 1199A – “Direct Deposit”
- W4 – “Income Tax Withholding”
- DD 2058 – “Legal Residence”
- DD 93 – “Record of Emergency Data”
- SGLV 8286 – “SGLI Election Cert.”

SMP (National Guard/Reserves Only):

- DD-4 series--“Enlistment Contract”
- DD 214 (if completed Basic Training & AIT) or DD 220 (if completed Basic Training only)
- NGB 594-1 & Letter of Acceptance (LOA) – provided by State Officer Strength Manager
- DA Form 4824-R & Unit Letter of Acceptance (LOA)—USAR Addendum

Office use only:

USAAC Form 145-1-4 (STEM, Nurse & Language Counseling): _____
 USAAC Form 145-1-5 (Scholarship Request Form): _____
 APP IN CCIMS: _____
 DATE SENT TO BDE: _____