

BASIC ENROLLMENT/CONTRACTING DOCUMENTS INSTRUCTIONS

Cadet Application and Enrollment Record (CC Form 139R)

- Only complete the first two pages
- Use the instructions attached to your email

Academic Worksheet Plan (CC Form 104R)

- Please use the instructions
- The format of each row is fall/spring/summer
- You will need to list every class required for your bachelors/masters
- Start in box 7.a
- HIS 278 is only offered in the fall and is a commissioning requirement
- Only list summer classes if your department requires you to take them over the summer. You can take summer classes but they are listed in a fall/spring box until the grade has been received and then you move them to the summer box.
- Your Instructor must review this before your Advisor signs. If this is part of a contract/scholarship packet them Mr. Sanford must review it before your Advisor signs.

Medical Fitness Statement (DA Form 3425)

- This can be signed off by any Provider

Army ROTC Indemnification and Release/Waiver of Liability

- Fill out the form
- Print your name on page 1
- Enter the city, state and date at the bottom of page 2
- Enter your information on the bottom of page 2

Briefing on Government Sponsored Benefits (CC Form 136R)

- Fill out the form

Authorization/Declination for Access to Student Records (CC Form 137R)

- This is a two-part form
- Part I is you giving both the DOD and your parents' permission to access your academic records
- Part II is where you can decline permission for your parents to access your academic records.
We do not share academic information with parents regardless if you gave permission or not. We send everyone to the Registrar's Office.

Family Educational Privacy Rights Act (FERPA) Waiver

- This form is a result of me showing the University Registrars the above form and they require more information to be listed on the form
- Circle your University
- Enter your name and Student ID on the line
- Enter "today's date" on the Release is valid from line
- Enter 3 months after graduation (Registrar recommends this) on the "to" line
- Sign and date
- *If you sign and date this outside the presence of ROTC Cadre then the Registrar's Office requires it to be notarized. You can complete the form but not sign it until you meet with us

State of Legal Residence (DA Form 2058)

- Fill out the form
- If you know your DOD ID Number then enter that, if not, then enter the last four of your SSN

Police Record Check (DD Form 369)

- Complete boxes 2-9
- Sign in box 11

Dental Exam Requirements

- Fill out the form
- Provide the information for where your dental records are located at
- We cannot use MEDPROS

ISU Model Release

- Fill out the form
- Circle either Authorize or Do Not Authorize

Adult Photo Release

- Fill out the form
- If you do not wish to give the Board of Trustees to use your image then do not fill out the form

Privacy Act Statement-Healthcare Records (DD Form 2005)

- Fill out the form

Direct Deposit Form (SF 1199a)

- Fill out the form (A, B, D, F)
- Section F: check "other" and enter ROTC on the line
- If you have a joint account then they need to sign and date in the Joint Account... box
- Leave Section 2 blank
- Enter the name and address in Section 3 along with Routing number
- A representative from your financial institution needs to complete the bottom of the page
- We only need page 1

Record of Emergency Data (DD Form 93)

- Complete this as if you are in the Army
- Use the instructions that are provided with the form
- Box 3.b is IL State University AROTC

Questionnaire for National Security (SF 86)

- Follow the instructions in the paragraph on our website

SGLV 8286

- Fill out the form

W4

- Fill out the form