**Cadet Enrollment Record, CC Form 139-R.**

**You only need to fill out the first TWO pages of this form. Most of the blocks are self-explanatory.** Nonetheless, information on some of the blocks is below. Use ink except for Block 5.

**Part I**

Block 1. NAME: Last, First, full Middle name

Block 3. College ID#: (RU ID)

Block 4. Email: (RU email address)

Block 5. Local address: RU residence hall and room number (can be added later) ***IN PENCIL***

Block 6. Phone number: YOUR CELL PHONE!!

Block 7. Permanent Address: Home address

Block 8. Ph NUM (home phone)

Block 9. DOB (Date of Birth: MM/DD/YYYY)

Block 10. POB (Place of Birth) City, State, Country

Block 12. Can be left blank if you do not know

Block 13. ACT (composite score or N/A)

Block 14. (Math and Verbal score total only or N/A)

**Part II**

Block 25. Virginia Tech

Block 25a. 003754

Block 26. Radford University

Block 26a. 003732

Block 27. Residency status: I or O (I: In-State Virginia Resident, O: out of state resident)

Block 31. Military Science

**Part III (**only if applicable)

**Part IV**

Fill our blocks truthfully.

Sign and Date.

Block 47 is optional.

High School Final Transcript

Unofficial copy is fine, but must have final year’s grades listed.

ACT / SAT Scores

Unofficial copy is fine. If you have taken the test multiple times, you can send all scores.

**Medical Fitness Statement,**

This must be signed by a doctor (not a nurse or physician’s assistant). If we do not have this form, you will not be permitted to participate in any physical activities.

Dental Exam

This form is filled out and signed by you.

Birth Certificate

We will need to see the original birth certificate (issued by state). We will copy this and return it to you.

Social Security Card

Again, we need to see the original (SIGNED) card that we will copy and give back to you.

DD Form 2058

Please fill this form out with your legal state of residence.

VT-1 Enrollment Information Sheet

Your MS Class is 1. Your graduation date will most likely be 05/ 2019. Make sure you fill out both pages of this form listing any criminal charges over $250, and drug use, and any medical conditions that might limit your participation; list any prescription drugs currently being taken or physical impairments. Certain situations may need a medical waiver and the sooner we start that process the better your situation.

CC Form 136-R

This form explains that if you are hurt during a ROTC activity, we will cover the medical expenses. If you are hurt outside of any ROTC activities, we do not cover the expense.

CC Form 137-R

**Part I.** Part I permits us to share information with the DOD and/or your parents/guardian or give information about your participation to your parents/guardian if contacted.

**PART II.** By signing Part II, we cannot speak with your parents/guardian about your progress *unless* you are claimed as a dependent for IRS purposes.

Dean of Students Release

This document allows the Radford University Dean of Students to release and discuss any information regarding your student conduct.

DD Form 2005

This form allows us to collect medical documentation for the purpose of the Army/ Army ROTC needs to provide, plan and coordinate health care.

**Direct Deposit Sign-up Form**

You fill out section one, blocks A, D, and E only and sign in Payee/Certification section; section two is left blank; and your bank fills out section three.

**W-4**

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

**Uniform Size Chart**

Please list name, date and MS-I for class.

Fill out the **ACU section** for Trouser, shirt, cap and boot only. Sizes are Small, Medium, Large and X-Large. You can specify short or long for shirt and trouser. For boot size, females list 2 sizes smaller than usual shoe size. For **PT Gear** list Small, Medium, Large and X-Large in each category. Leave Class A’s blank for now. Please note: this is only an estimate, when you are issued gear, adjustments will be made is the size listed is incorrect. All gear issued will be turned in when you graduate or leave the program.

CC Form 104-R

See separate instructions for this form. You will need to turn in an updated form each semester, so it is advised you keep an electronic copy for ease of updates. Incoming freshmen who have not declared a major are to pick a possible major to fill out the form. Those needing help in filling out this form may call the ROTC Office (540)831-5288 to set up an appointment for help. This form is not required until a time posted by your MSCI Instructor.

***Any questions, please consult with ROTC Cadre or HRA.***