Directions for filing out Enrollment forms

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.
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CC Form 104-R

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Any questions, please consult with ROTC Cadre or HRA.
Direct Deposit Sign-up Form

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 section three.

W-4

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

NRB Dental Form

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

The rest of the forms are self-explanatory. But please don’t hesitate to call the office at (540)831-5288, if you have any questions on any forms or blocks. Bring the completed forms to Russell Hall room 027.
Directions for filing out Enrollment forms

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.