2019/2020 Army ROTC Program Orientation Paperwork Checklist and Instructions:

1) Get accepted to Radford University.
2) Start working on paperwork below – DUE BY FIRST DAY OF ATTENDANCE:

   Forms available at: https://www.radford.edu/content/chbs/home/rotc/cadets.html

   - 2019/2020 Paperwork Checklist
   - Direction sheet for filling out enrollment forms
   - VT-1 Enrollment Information Sheet
   - Cadet Application Enrollment Record CC Form 139-R page 1&2 only! (see instructions on back page)
   - Dental Form (Does not have to be signed by a dentist. YOU provide the dentist’s information and sign it yourself).
   - State of Legal Residence Certificate DD Form 2058
   - Briefing on Government Sponsored Benefits CC Form 136-R
   - Authorization/Declination for Access to Student Records CC Form 137-R
   - Authorization for Release of Academic Records
   - Privacy Act Statement – Health care Records DD Form 2005
   - Direct Deposit Form 1199a (Fill out section 1 and have your bank fill out section 3)
   - W-4
   - Uniform Size Chart
   - Immunization Record
   - Virginia Tech Army ROTC Campus based Scholarship Factsheet
   - Scholarship Application Checklist
   - Scholarship Application
   - Guidance sheet for filling out CC Form 104-R
   - Medical Fitness Statement DA Form 3425-R (Signed by Doctor)
   - Planned Academic Program Worksheet CC Form 104-R **DO NOT** open form from website. Save the form to your computer and then open it up. This form is updated every semester, so it is best to fill it out and save it on your computer or other electronic means. If you have trouble filling it out, help will be provided during your first semester.
   - BRING: Copy of Final HS/College Transcripts (unofficial is fine)
   - BRING: Copy of SAT/ACT Scores (unofficial is fine)
   - BRING: Birth Certificate (We must see the ORIGINAL!) to ZERO WEEK
   - BRING: Social Security card (We must see the ORIGINAL!) to ZERO WEEK

3) AT QUEST – SIGN UP FOR MSCI –111 (unless advised otherwise by Department personnel).

4) Let our office know if you will be attending Zero-Week. Zero week begins the week before classes. (Attendance is suggested but not required).

5) First day of classes are 26 August 2019. Any Questions: Call 540-831-5288 or email arotc@radford.edu

   Paperwork may be sent via email to arotc@radford.edu,
   Faxed to 540-831-6609 or
   Mailed to ROTC P.O. Box 6974 Radford, VA 24142
   All paperwork must be turned in by first day of attendance!