

NAME (Last, First): _____
SCHOOL: _____
SSN: _____
STATUS: _____
IN STATE/OUT OF STATE RESIDENT? _____
MAJOR: _____
GRAD DATE: _____

MS SEM/YEAR: _____
EMAIL: _____
PHONE #: _____
APFT SCORE: _____
GPA: (S) _____, (C) _____
SCHOLARSHIP START DATE: _____
COMMISSIONING DATE: _____

CONTRACTING CHECKLIST

Forms are located at www.rotc.pitt.edu

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”
- ___ DD 2005 – “Privacy Act / Health Records”

ADDITIONAL REQUIREMENTS:

- ___ DD 2351/2492—DODMERB Physical or DA 2807-1/2808-MEPs Physical (National Guard/Reserves)
- ___ 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 & Unit 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: _____