

LIST OF DOCUMENTS THAT CADETS SUBMIT TO ROTC

Enrollment Phase (starting ROTC)

- Birth Certificate / Naturalization Certificate (copy)
- SSN Card (copy)
- DA Form 3425R – Medical Fitness Form (Required for enrollment [only] if Cadet does not have a qualified DoDMERB)

Qualification Phase (competing for a scholarship or wish to contract non-scholarship)

- DODMERB Request – (If never had a DODMERB exam or if DODMERB is not current)
- USACC form 104-R – Planned Academic Worksheet (signed by Cadet and University Advisor).
NOTE: Use only the version in Canvas under your Army class files or posted on army.psu.edu.

Pre-Contracting Phase

- Selective Service Number (males). (<https://www.sss.gov/verify/>, print letter).
- Passport (copy of page with photo, if applicable)
- SF 1199A – Direct Deposit Form (ver. Mar 97, Cadet completes section 1, parts A, B, D, E & F; Bank completes section 3).
- SF 86 – Security Clearance Worksheet (if not already completed for MEPS) highly encouraged
- If prior service, DD Form 4 Series and either DD Form 214 or DD Form 220
- If in the IRR or in a Guard or Reserve unit AND you are accepting an active duty scholarship, talk to the ROO about processing a DD 368.

Pre-Contracting Phase if contracting SMP

The documents listed under Pre-Contracting phase plus these forms from your unit if currently enlisted:

- DD Form 93 – Record of Emergency Data
- DD Form 4 Series –Current Service Enlistment Document
- SGLV 8286 – Current Service Enlistment Document
- The unit copy of the SF 1199 or complete an SF 1199 with the same account information

NOTE: Cadets will fill out additional forms with Cadre / Staff instruction.