

ROTC Forms

Military Affiliated Students

CSU ROTC Teams Drive

Note: If you get an error trying to open a PDF, follow these directions:

1. Right click and choose "Save Link as" to save a copy on your desktop
2. Right click on the saved document (whether on desktop, in downloads, etc.) and choose "Open with Adobe"
3. If necessary, please download the free [Adobe Acrobat Reader](#)
4. All forms that can be typed will be typed. All others will be printed, filled out and signed.
5. Signatures:
 - Use your "Given Name" signature (first, MI, and last name). DO NOT use aliases or abbreviations of your name.
 - In areas where it requires your initials, please use your first, middle, and last initials. Initial in cursive.
6. Signature Dates: Use military day, month, year format (29 Mar 05). DO NOT use a number to represent a month.
7. Include ZIP codes for city and state addresses given. If necessary, refer to an online ZIP code directory.

Non-Contracting Cadets / Documents

You are a non-contracting cadet if you don't plan to contract with ROTC (i.e., you are only taking the class) and you are enrolled in either MSAL1215, MSAL 1216, MSAL 2225, or MSAL 2226. Your eligibility to be in Army ROTC cannot be determined until you have completed required forms and turned-in required documents. While compliance is voluntary, refusal to comply renders you ineligible for Army ROTC. You must complete this process within two weeks of the start of the semester, or within two weeks from when you added Army ROTC class(es) – unless your ROTC Instructor grants an extension. Failure to comply can result in your being required to drop Army ROTC class(es), or a restriction placed on your participation in ROTC labs, etc. All information and documents provided are kept confidential. You are advised that you **MUST** be a fulltime student to be in Army ROTC (12 or more credit hours).

- [DD Form 93 - Personnel Locator](#)
 - **Note:** Complete all sections, including those marked "Military Only."
- [136-R Briefing on Government-Sponsored Benefits](#)
- [137-R Student Record Authorization](#)
- [State of Legal Residence Form](#)
- [DD 2005 - HIPAA Privacy Act Form](#)
- [132-R - Statement of Understanding](#)
- [Dental Records Form](#)
- [3425-R Medical Fitness Statement](#)
- [Cadet Mini Registration](#)

Contracting Cadets - Scholarship and Non-Scholarship

You are a contracting cadet if you plan to contract the next semester with ROTC. Contracting cadets who have already completed the paperwork listed below should continue to coordinate with the Army ROTC Recruiting Office on completing the contracting process. Contracting cadets who have not completed this paperwork should do so (EXCEPT for the DA Form 3425-R), and then contact the Army ROTC Recruiting Office to make an appointment to turn-in the paperwork and start the rest of the contracting process (Note: Do this SOON). You are advised that you **MUST** be a full-time student to be in Army ROTC (12 or more credit hours, including Military Science classes). You are also advised to be pro-active in the pre-contracting process, since each day you don't contract during the semester can result in lost ROTC subsistence allowance (stipend).

- [104-R Planned Academic Program Worksheet](#)

- 136-R Briefing on Government-Sponsored Benefits
 - 137-R Student Record Authorization
 - 3425-R Medical Fitness Statement
 - DD 2005 - HIPAA Privacy Act Form
 - DD Form 93 - Personnel Locator
 - **Note:** Complete all sections, including those marked "Military Only."
 - DTS Info Sheet
 - Cadet Mini Registration
 - Dental Records Form
 - SF 1199 - Direct Deposit Form
 - SGLV 8286 - Life Insurance Election
 - W4 Tax Form
 - 132-R - Statement of Understanding
 - 139-R - Cadet Application/Enrollment Record
 - 167 – Scholarship Accept/Decline Statement
 - SF86 – National Security Questionnaire
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Sample Documents

- 137-R sample (*with* parental access)
- 137-R sample (*without* parental access)
- DD FM 93 sample
- W4 - 2023 sample
- 2058 - State of Legal Residence Form sample
- SF 1199 sample
- SGLV 8286 sample
- 139-R sample