Print out SINGLE sided only. Do not print out on both sides of the paper.

**College Program Paperwork Instruction Sheet**

**Cover Page**

On this sheet fill in your information as it is shown. This information will populate similar fields in the PDF saving you some time. There will still be other fields you will need to fill out prior and after printing out this PDF.

**Student File Index**

Check either Navy or Marine Option. Check either Scholarship or College Program. The rest of this sheet should be completed already from the information provided in the Cover page. No other information is required.

**The Concept of Honor**

You do not need to fill any information on the page until you arrive at Virginia Tech.

**Dependency Application/Record of Emergency Data Instructions**

Blocks 1 and 2 have been completed for you.

In blocks 5 thru 12 fill out the information on your spouse if applicable. If not, leave blank.

In block 12 and every other block labeled "DEP", you are asked, if the identified person is your dependent. Place a yes or no for each person you identify. For example, you would place a "NO" in block 35 because, typically, your father is not your dependent.

In blocks 13 thru 32, fill out the information on any children or dependents you have if applicable. If not, leave blank.

In blocks 33 thru 38, fill out the information on your father and mother (or guardian(s)).

Blocks 39 thru 46 ask more information on your marital status. If you have never been married, place a check in the "NO" box in block 39 and move on to the next section.

Leave Blocks 47 thru 49 blank unless there is someone else you feel you should mention on this document.

In blocks 50 thru 52 fill out your spouse's next of kin. If you are not married, leave this section blank.

In blocks 53 thru 56 fill out the Principal beneficiary(ies) for your life insurance. This is the same as the person identified on the SGLI Life Insurance Form.

In blocks 57 thru 59 identify the person who will receive payment if you are placed on a "missing status". Typically, this person is the same as the Principal mention in block 53. The percentage is the amount of the allotment the identified person will receive from the time you are declared missing. The remainder of the allotment will be held back and accumulate until you are found or declared deceased. For example, if you put 80% in block 59, than that percentage will be given to the beneficiary upon your missing status while 20% will be held back and accumulate until you are found or declared deceased. **The exact percentage is up to you, but it may be in your interest to not put 100% in this block**

In blocks 60 thru 63 identify the beneficiary for gratuity pay. This person is typically the same as your Principal(s) in block 53. Gratuity pay is a small amount of money provided to take care of expenses when you die. If you choose one beneficiary, than put 100% in block 63. If you want more than one, be sure to make the percentage add up to 100%.

In blocks 64 thru 66 provide your life insurance data if you do NOT have life insurance through the SGLI.
Type your religion in block 67.

Type "MIDN" in block 70 and (type "1" in block 71.)

In block 72, type the amount of pages attached to the document. It should be "2", unless the form was printed front and back in which case it should be "1".

In blocks 73 and 74, type your full name and social security number.

Check block 76, USNR. Do NOT check block 75, USN.

If you have written a Will, than provide its location in block 77.

In block 78, type any remarks or information you needed more room for in the space provided.

If you are participating in the SGLI Life Insurance check the "yes" box and date it as the day you report. Your reporting date is the same as the day Virginia Tech starts classes the semester you first enroll. For example, if you are an incoming Midshipman for the Fall 2011 semester, than you will put "22AUG11".

Sign your full name in block 79.

Date and sign your name in one of the spaces provided in the "Certification of Designator" section.

**NROTC College Program Application**

Block 1, type your full name (last, first, middle, if not already filled)

Block 2, type your Social Security Number with dashes.

Block 3, Type your home or permanent phone number starting with the area code.

Block 4, type your cell phone number (it ask for work number, but put in cell phone number)

Block 5, type your current mailing address

Block 6, type your date of birthdate in DDMMMYY format. ex. 05SEP1990

Block 7, type your city/county and state of birth.

Block 8, indicate whether or not you are a US citizen.

If you were naturalized, provide the mentioned in information Block 9. If not, leave blank.

Block 10, type in your parent/guardian address if different that block 5.

Block 11, indicates if you are color blind, If yes, fill in the requested information, If not, go to block 12.

Block 12, 13, & 14 indicate any prior military experience/training, extracurricular activities and sports if applicable. Don’t’ forget to check the grade/year that you participated. If you need more room, use the space at the bottom of the page or attach a separate sheet. If you need more room, use the space at the bottom of the page or attach a separate sheet.

Section 15, type in, as best you can, your previous employment. Please list in chronological order. If you are currently not working, than start on the second line with your most recent employer.
Section 16, type in your education info. Please list in chronological order, beginning with the last school attended. Be sure to include any/all college work. Don’t forget to attach transcripts.

Block 17, type in your scores on College Board exams. If you took the exams more than once, provide your best scores from the exams, even if they came from separate exams. Be sure to include a copy of the official test score sheet with your transcript.

Block 18, type in your class rank with size and/or your GPA with scale.

Block 19, indicate your anticipated enrollment date into the NROTC program and intended major or field of study. If unsure of filed, of study, type undecided.

Blocks 20 thru 28, answer the questions by checking the boxes. Be sure to add the additional information if you are asked to provide it.

Print form by clicking the ‘Print Document’ button in the upper right corner or by going to the ‘file’ and ‘print’.

Blocks 29 and 30, sign and date the document in the format of DDMMMYYYY. Be sure that the document is complete and correct of the best of your knowledge.

**Drug and Alcohol Abuse Statement of Understanding Instructions**

1. Like all official documents, be sure to read all material before signing or initialing. If you have any questions, than call the NROTC Unit at (540) 231-7883. **DO NOT** initial and sign this document until you arrive at Virginia Tech because you must have a witnessing Officer from the NROTC Unit.

2. Type your full name (first, middle, last) in the line provided for you. (If not already completed)

3. You are responsible for sections 1,2,3,4, and 5a only. You will not initial 5b because that is for enlisted personnel only.

4. Type in the information requested under the section entitled Certification. Under rank, type in MIDN 4/C.

**Navy Officer Recruiting Tattoo Screening Certificate**

Type in Name, SSN and Date. Check either yes or no for questions 1 -8. If you have any tattoos type description and explanations in the two paragraphs following question 8.

No signature required.

**Privacy Act Statement-Health Care Records Instructions**

Read and understand the entire document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

Type in your Social Security Number and the date in the appropriate boxes. (If not already completed)

Print, sign, and date the two documents.

**General Purpose Privacy Act Statement**

Read this document only.

**Release of Student Info Form Instructions**

Type in the date in the line provided.
Type in your full name and Social Security Number in the line provided.

Like with all official documents, be sure to read and understand the document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

**Disclosure Accounting Form Instructions**

Type in your full name.

**Virginia Tech Corps of Cadets**

**Report of Medical History**

This information must be filled out by a physician. If you have had a physical in the last year, that physician can fill out and sign this form. If you have not, you must be seen by a physician and he must complete, sign and date this form.

**Direct Deposit Sign-up Instructions**

You will not receive benefits until this form is completed. Be sure to read and understand the entire document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

In section 1A, type in your full name, permanent home address and phone number.

In section 1B, type in the person entitled to the payment if that person is other than you. Leave blank if you are the person entitled.

In section 1C, your claim or payroll ID number (Leave Blank).

In section 1D, check the box of the type of account that the funds will transfer to.

In section 1E, type in the account number of the account.

In section 1F, place a check in the box labeled "Other", and type in NROTC in the line provided for you.

Leave section 1G blank.

Under "Payee/Joint Payee Certification", sign and date the document. If it is a joint account, both people on the account must sign.

Under "Joint Account Holder's Certification", it is optional to sign.

Skip Section 2.

For section 3, you may need to visit your bank or financial institution. Type or print the Financial Institution's name and address in the space provided. Provide the Routing Number in the space provided. Finally, have the representative fill out the certification section at the bottom of the document.

**Commutation in Lieu of Uniforms Instructions**

Read this document carefully and be sure you understand it.

Type your full name after the "I" in the line provided. (If not already completed)
Type your full name in the appropriate box located at the bottom of the document. (If not already completed)

Type your Social Security Number in the appropriate box. (If not already completed)

**STOP. Do not sign or date this document. That will be completed when you arrive at Virginia Tech.**

**Midshipman Data Sheet Instructions**

Type your name (last, first, MI) in the box labeled Name. (If not already completed)

Type in your Social Security Number in the appropriate box. (If not already completed)

In the box labeled Report Date, put the day that you will be reporting to Virginia Tech, 23 August 2010.

In the box labeled Program, type in the appropriate program. "SCH" stands for Navy scholarship, and "CP" stands for Navy college program or non-scholarship.

In the box labeled Effective Date, 22 August 2011.

In the box labeled Midn Class type in "4/C". All first year Navy Midshipmen are called 4th class. Second year MIDN are 3/C and so on...

Under option, put either Navy or Marine Corps. If you are a College Program Midshipman, than you must put Navy.

If you had previous experience in the Military, than type that in the box labeled Previous Status.

Type in your Date of Birth, Place of Birth, Height, Weight, Eye Color, Hair Color, Blood Type, and Ethnic Background in the appropriate boxes.

Type in the High School that you will or have graduated from and the date of your graduation.

If you have had any college experience, than type in the name of the school which you attended.

Type your separate composite, math, verbal scores (Ex: 1600, 800, 800) from the SAT or ACT College Board exams in the appropriate box.

Check whether or not you are a Virginia State Resident.

If you know what VTCC Company you are assigned to that type that in the appropriate box. If not, you can fill this box in at a later date.

Type in your intended academic major in the appropriate box.

In the boxes labeled Local Phone and Address, type in your on campus address and phone number. If you have not yet been assigned your room, than you can fill this information out at a later date. If you have a room change, than be sure to inform the NROTC Unit of the change.

Type in the month and year you intend to graduate from Virginia Tech.

Under Parent/Guardian Data, enter the status of your parents/guardians in the line provided next to the word other.

Check the box that indicates either parent or guardian.
In the next section, type in the name of your parent/guardian. Put the relation of the person to you (i.e. father, stepmother, etc...). Under title put Mr. Mrs., Dr., etc... Finally add their address and phone.

In the last section, labeled Military/Other VIPs, type in the appropriate information on anyone that is close to you (i.e. siblings, Grandparents, Military Officers, or other VIPs).

**OPMIS Form**

1. Type in your Social Security Number and full name in items 1 through 4. (If not already completed)

2. In item 6, type the letter that corresponds to your Option Code (i.e. the letter N for Navy).

3. For item 7, you will type in a two character Program Code. Follow the directions given. The first character will be a number and the second will be a letter (i.e. the code “4A” represents a four year scholarship recipient).

4. Type in your date of birth in item 9. (If not already completed)

5. Type “M” or “F” for your sex in item 10.

6. Type in the letter that corresponds to your race in item 11.

7. Type in the character that corresponds to your ethnic background in item 12.

8. Item 13, Physical Status, deals with your DODMERB physical. In the corresponding block, type in “qualified”, “disqualified”, “remedial”, or “not taken”. “Remedial” means that you failed an area and have to take steps to correct (i.e. dental work due to a cavity).

9. In item 14, if you have a waiver for a disqualification on the DODMERB physical, than type a “Y” in the block. If you filled out item 13 with “disqualified” and you do not yet have a waiver, than type a “N” in the block. Leave this item blank if you are qualified or have not yet taken the DODMERB physical.

10. Type in your home state in item 15.

11. In item 16, type in the letter that represents your Resident Code.

12. For items 17 thru 19, all three dates are the same as the day classes start at Virginia Tech (NOT the day you arrive). For example, type in “22 AUG 2011” if you are an incoming Midshipman in the Fall 2010 semester.

13. Item 20 is the date 8 years from the one mentioned above. For example, type in “22 AUG 2019” if you are an incoming Midshipman in the Fall 2011 semester. This date is just an estimate and is subject to change.

14. Item 21 represents a date that is subject to change as well. For now, put in the date you will graduate if you did so in four years time. For example, if you are an incoming Midshipman for the Fall 2011 semester than type “15 May 2015”.

15. If you are currently on Active Duty Status, than fill out item 22. If not, leave blank.

16. In item 23, if you had any previous military service, than fill out the corresponding block with the appropriate letter.

17. In item 24, type in the letter that represents your source code. If none apply (you did not attend a military/academic program), than type an “O” for “other”.

18. For item 25, answer the eight blocks with the corresponding characters.

19. For item 26, type your separate math, verbal, and composite scores on the College Board exams.