

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

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.

VIRGINIA TECH CORPS OF CADETS Report of Medical Examination

Fill out the necessary information after printing.

Report of Medical History

Fill out the necessary information after printing.

NROTC College Program Application

NROTC College Program Application Instructions

1. In block 1, type your full name (Last, first, middle). (If not already completed)
2. In block 2, type your Social Security Number with dashes. Ex. 123-45-6789 (If not already completed)
3. In block 3, type your home or permanent phone number starting with the area code. Ex. 555-789-6542
4. In block 4, type your work or school (dorm) phone number if you have one in same format as above.
5. In block 5, type your current mailing address. (If not already completed)
6. In block 6, type your date of birth in DDMMYYYY format. Ex. 05SEP1980
7. In block 7, type your city/county and state of birth. (If not already completed)
8. In block 8, indicate whether or not you are an US citizen. (With all check boxes, a left click on the box will place a check mark.)
9. If you were naturalized, provide the mentioned information in block 9. If not, leave this block blank.
10. In block 10, type in the address of your parent/guardian (if different from the address in block 5).
11. In block 11, indicate if you are color blind. If yes, fill in the requested information. If no, move on to block 12.
12. In sections 12, 13, & 14, indicate any prior military experience/training, extracurricular activities, and sports if applicable. Don't forget to check the grade(s)/year(s) that you participated. If you need more room, use the space at the bottom of the page or attach a separate sheet.

13. In 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.
14. In 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.
15. In block 17, type in your scores on the College Board exams. If you took the exam(s) 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.
16. In block 18, type in your class rank with size and/or your GPA with scale.
17. In block 19, indicate your anticipated enrollment date into the NROTC program and intended major or field of study. If unsure of field of study, type 'undecided'.
18. In 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.
19. Print the form by clicking the 'Print Document' button in the upper right corner or by going to 'file' and 'print'.
20. In blocks 29 and 30, sign and date the document in the format of DDMMYY. Be sure that the document is complete and correct to the best of your knowledge.
21. After reading the NROTC College Program Oath, sign your full name at the bottom of the document and date.

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 "24 AUG 2009" if you are an incoming Midshipman in the Fall 2009 semester.
13. Item 20 is the date 8 years from the one mentioned above. For example, type in "24 AUG 2017" if you are an incoming Midshipman in the Fall 2009 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 2009 semester than type "15 May 2013".
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.

Drug and Alcohol Abuse Statement of Understanding Instructions

1. Like with 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. 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.
5. Complete the date block under certification with 24AUG09.

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, 24 August 2009.

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, 24 August 2009.

In the box labeled Midn Class type in "4/C". All first year Navy Midshipmen are called 4th class. Second year Mids 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 math, verbal, and composite scores 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).

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 and sign the document.

VTCC Uniform Agreement 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.

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 is your Social Security Number. Type that in the space provided next to the word "Prefix". (If not already completed)

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.

Section 2 has been completed for you. Move on to section 3.

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.

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.