Non-Scholarship Packet

• Complete CC form 139R (page 1&2)
• Take a DoDMERB physical and send it to DoDMERB (physical must be approved prior to acceptance)
  o Should be completed at Womack Army Hospital (physical exam section)
    ▪ Required forms (DD form 2351, DD form 2492)
  o Address:
    DoDMERB
    8034 Edgerton Drive, Suite 132
    USAF Academy, CO 80840-2200
    Web site: https://dodmerb.tricare.osd.mil/
    Main Phone: 719-333-3562
    Scheduling: 800-841-2706 (For scheduling applicants only!!)
• Letter of acceptance from the university
  o Must state you are an academic junior
  o Able to complete bachelor’s degree in two years (four academic semesters).
  o Must state start date of school
• CC form 104R completed (academic plan)
  o Must be signed by your school academic advisor (page 1)
  o You must also sign page 1&3
  o You must be able to finish school in two years
• DA form 705 (APFT card)
  o With in 6 months
  o Signed by your commander
• ERB certified by your personnel service officer
  o GT score above 110
  o BASD shows more than two years and less than 10 years active duty served (can be waived).
  o No more than three dependents and not dual military with dependents (can be waived).
• Verification of citizenship (original birth cert. or unexpired passport)
  o Naturalized citizens and all others that are considered English as a second language must pass the ECLT (English Comprehension Level Test) at 90% or higher; this includes those born in Puerto Rico. The Test Center number is 907-3926.
• All college transcripts showing a cumulative grade point average of 2.0 or higher.
• CC form 228R (financial plan)
• Letters of recommendation from your company and battalion commander.
• Letter of acceptance from the Professor of Military Science (ROTC program).

***Note: All require waivers must be approved prior to initiating discharge (i.e. Age, dependency, Active Federal Service, Civil Conviction, etc…).
• DA 4187 is required for each waiver w/supporting documents.