

## Non-Scholarship Packet

- Complete CC form 139R (page 1&2)
- Take a DODMERB physical and send it to DOBMERB (physical must be approved prior to acceptance)
  - Should be completed at Womack Army Hospital (physical exam section)
    - Required forms (DD form 2351, DD form 2492)
  - 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
  - Must state you are an academic junior
  - Able to complete bachelor's degree in two years (four academic semesters).
  - Must state start date of school
- CC form 104R completed (academic plan)
  - Must be signed by your school academic advisor (page 1)
  - You must also sign page 1&3
  - You must be able to finish school in two years
- DA form 705 (APFT card)
  - With in 6 months
  - Signed by your commander
- ERB certified by your personnel service officer
  - GT score above 110
  - BASD shows more than two years and less than 10 years active duty served (can be waived).
  - No more than three dependents and not dual military with dependents (can be waived).
- Verification of citizenship (original birth cert. or unexpired passport)
  - 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.**