**Contracting Documents**

In order to expedite your contracting process, please complete the forms listed below as best you can and return to me ASAP. If you have any questions call Evelyn LaCroix at 508-831-5268, my email address is [elacroix@wpi.edu](mailto:elacroix@wpi.edu) . These forms will be typed into our system when you turn them in, so don’t worry about making mistakes; you can make pen and ink changes where necessary. You will also need you to bring me a copy of your **Birth Certificate and your** **Social Security Card,** **DD 214 or DD 220 or NGB 22(prior service only),** **SMP Agreement if applicable (ARNG NBG 594-R or USAR DA 4824-R), a copy of most recent** **transcript and** **SAT scores,** **DD 4 Series (if Guard of Reserve with at least 4 years remaining from enrollment)**

* **CC Form 104-R Planned Academic Program Worksheet.** This form must be completed and signed by appropriate school official (academic advisor/counselor).
* **DD Form 2058-State of Legal Resident Certificate.** This form verifies your legal residence, complete this form sign and date
* **DD Form 93- Record of Emergency Data.** This form is used to designate beneficiaries for certain benefits in the event of an emergency, instructions are included

* **DD Form 2005 Privacy Act Statement – Health Care Records.** (sign, ssn, and date)
* **SGLV 8286 Service Members** **Group Life Insurance Election and Certificate**

At the end of your junior year in the ROTC Program, you will attend Summer Camp at Fort Lewis, WA. While you are at Camp, you have the option for insurance up to $400,000, instructions are included

* **SF 1199A Direct Deposit Sign-Up Form.** You will receive a monthly stipend each month you are in the program. Freshman Year-$300.00, Sophomore Year-$350.00, Junior Year-$450.00, Senior Year $500.00. On the 1st and 15th of the month, half of your stipend will be deposited to your account. Complete Sections A & C and sign in D
* **Form W-4.** Provide tax information
* **Extra Curricular Activity Sheet.**
* **Questionnaire for National Security Positions (Must start PSI within 30 days of contracting.** This is the most important form you will have to complete. Before you can be commissioned into the U.S. Army as a Second Lieutenant, you must possess a Secret Security Clearance. Read the instructions thoroughly, be Honest and Upfront.
* **DODMERB Physical or MEPS Physical if Guard/Reserve**
* **Initial Contract Counselling**