

# INSTRUCTIONS

## SCHOLARSHIP

Please complete the attached forms as thoroughly as possible, using first, middle, last name, and any suffix (if applicable).

\***Record of Emergency Data:** Complete **both front** and **back** of form

\***Student History:** Answer all questions

\***NROTC Recall Roster:** Complete **all blocks to the best of your ability (leave what you are unsure of blank).**

\***Memorandum of Understanding:** Sign **FULL NAME** (first, middle, last). **Do not fill in date.**

\***Media and Publicity Release:** Print full name, read, then sign and date the form.

\***Tattoo Screening Certificate:** Answer all questions and sign the form.

\***W-4 Form:** Complete and sign

\***Direct Deposit Form:**

Complete all sections of page 1 as appropriate, to include the name and routing number of your bank in **SECTION 3**, and return. Direct Deposit is mandatory for your subsistence.

\***State of Legal Residence:** Complete and sign. Use your SSN if you have not been assigned a DODID number.

\***Questionnaire for National Security Positions:**

Complete as thoroughly as possible. The information will be typed into a computer and electronically transmitted, so it is imperative that the information is as accurate and thorough as possible. Be sure to include periods of unemployment. List on a blank piece of paper any pages that were omitted (Not filled out). **EXAMPLE:** "Pages 35 & 102 were omitted."

\***NROTC Measurement Guidelines and Sizing Charts:** Fill in all information.

\***DTS Registration Form:** Fill in all information

\***Send:**

- **A copy of Childhood immunizations**
- **A copy of Social Security Card**
- **A photocopy copy of your Birth Certificate**
  - You need to bring your Original Birth Certificate to NSO so that we can certify we have seen the actual Birth Certificate and then your Parents can take your Original Birth Certificate home.
  - Or provide a Certified True Copy of your Birth Certificate.

Please contact NROTC at (614) 292-6015 ext. 8 or Email: [nrotc@osu.edu](mailto:nrotc@osu.edu) with any questions concerning the forms.

**\*Please complete and mail these forms to\***

Commanding Officer OSU NROTC  
ATTN: NROTC HRA  
2121 Tuttle Park Place  
Columbus, OH 43210

Thank you in advance for returning these forms by mail as soon as possible.