

Student Checklist

- Oath of Office (five copies)
- TDY and PCS orders (ten copies)
- Leave documents (five copies)
- Birth and/or marriage certificates for recent family/dependent status updates
- Common Access Card (if you have one)
- Receipts for travel
- All Department of Defense 214's (for prior service members only; five copies)
- Account information and a voided check for direct depositing processing
- Vehicle registration
- Proof of automobile insurance
- Driver's license
- Medical and dental records
- Copies of all prior enlistment contracts/Oaths of Office