

NAME: _____

**OFFICER CANDIDATE SCHOOL
APPLICATION CHECKLIST**

DATE: _____

SSN: _____

UNIT: _____

ITEMS PROVIDED BY SOLDIER/UNIT		EXPLANATION	YES	NO	NA	REMARKS
1	OCS APPLICATION FORM	SIGNED BY COMMANDER & SOLDIER				
2	OCS APPLICATION CHECKLIST					
3	DD FORM 785 (RECORD OF DISSENROLLMENT FROM OCS)	IF SOLDIER HAS EVER ATTENDED OCS				
4	COPY OF BIRTH CERTIFICATE OR STATEMENT OF CITIZENSHIP	FULL NAME & DATE MUST BE LEGIBLE. BAPTISM CERTIFICATES ARE NOT ACCEPTABLE.				
5	COPY OF SOCIAL SECURITY CARD					
6	COPY OF ID CARD	EXPIRATION DATE NOT EARLIER THAN COMMISSIONING DATE				
7	ID TAGS	TWO TAGS WITH CHAIN				
8	COPY OF DD 214 OR 220	CERTIFIED TRUE COPY				
9	COPY OF DA 2-1	ENSURE GT SCORE IS 110 OR HIGHER.				
10	OFFICIAL COLLEGE TRANSCRIPTS (IN SEALED ENVELOPE)	MUST POSSESS 60 CREDITS TO ENROLL IN STATE OCS. MUST HAVE 90 CREDITS BY COMMISSIONING DATE (& TO APPLY TO ACCELERATED OCS)				
11	SAT/ACT TEST SCORES	REQUIRED ONLY IF SOLDIER DOES NOT HAVE 4 YR DEGREE. NEED SAT SCORE OF AT LEAST 850, AND ACT OF AT LEAST 19.				
12	SF 88/93 (REPORT OF MEDICAL EXAM)	MUST HAVE CHAPTER II COMMISSIONING PHYSICAL WITHIN 24 MONTHS OF COMMISSIONING DATE				
13	DA FORM 5500 (BODY FAT)	IF APPLICABLE				
14	DA FORM 873 (SECURITY STMT)	SOLDIER MUST HAVE SECRET CLEARANCE OR INTERIM BY COMMISSIONING DATE				
15	COPY OF SF 86 - EPSQ (REQUEST FOR SECURITY CLEARANCE) IF SOLDIER DOES NOT HAVE CLEARANCE	COMPLETED VALIDATION FORM & DISK MUST BE SUBMITTED TO STATE SECURITY OFFICER.				
16	COPY OF DA FORM 705 (PT CARD)	SOLDIER MUST HAVE PASSED AN APFT WITHIN 12 MONTHS PRIOR TO START DATE TO APPLY				
17	COPY OF CLOTHING RECORDS					
18	REQUEST FOR AGE WAIVER (IF APPLICABLE: 30-39)	AGE WAIVER REQUIRED IF SOLDIER WILL BE OVER 30 AND UNDER 40 AS OF COMMISSIONING DATE				
19	REQUEST FOR PRIOR CIVIL/MILITARY CONVICTIONS WAVIER (IF APPLICABLE)	INCLUDE COURT DOCUMENTS WITH DISPOSITION OF OFFENSE, NGB FORM 62, AND MEMO FROM SOLDIER CONCERNING THE OFFENSE				
20	REQUEST FOR MEDICAL WAVIER (IF APPLICABLE)					
21	PROOF OF ATRRS DATA INPUT					
ITEMS ADDED BY RTI						
22	AUTOBIOGRAPHY WITH PHOTOGRAPH	DONE BY SOLDIER DURING PHASE 0				
23	DA FORM 705 (PT CARD)	APFT GIVEN BY RTI DURING PH 0 (WITHIN 60 DAYS PH I)				
24	DA FORM 5500 (BODY FAT)	DONE BY RTI WITHIN 60 DAYS OF PH I				
25	ATTACHMENT ORDERS TO RTI					
26	PROMOTION ORDERS TO E6					
27	ANNUAL TRAINING ORDERS FOR PH I					