

# Registration Eligibility Form for DoD Contractors and Others

This form is to be used during the registration process to determine the appropriate category of the student's sponsor, and to enter the data into the Student Management System (SMS). This form in itself does not grant eligibility.

Please check the appropriate agency below, then see the reverse side for documentation that is required to support enrollment and be attached to this form. Failure to provide current eligibility documents will delay enrollment of the listed student(s).

For students enrolled under categories 2, 3 & 4, the sponsor is required to sign the appropriate Consent Terms from DoDEA Regulation 1030.1. For students enrolled under categories 1G, 1H, 2 & 4, the sponsor is required to receive the Tuition Payment Procedures Letter.

NAME OF STUDENT(S) \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

### Sponsor Information

Sponsor's Name (Please print Last, First, Mi) \_\_\_\_\_

Sponsor's Unit and Work Telephone \_\_\_\_\_

Sponsor's Email Address \_\_\_\_\_

### Sponsor's Agency (please check which one is currently applicable below)

#### DoD Contractors

- |                                                      |                                                    |                                                     |
|------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Department of the Army      | <input type="checkbox"/> Defense Commissary Agency | <input type="checkbox"/> Def Finance and Accounting |
| <input type="checkbox"/> Department of the Navy      | <input type="checkbox"/> AAFES                     | <input type="checkbox"/> Def Logistics Agency       |
| <input type="checkbox"/> U.S. Marines Corps          | <input type="checkbox"/> Stars and Stripes         | <input type="checkbox"/> Def Information Sys Agency |
| <input type="checkbox"/> Department of the Air Force | <input type="checkbox"/> Def Audit Agency          | <input type="checkbox"/> DoD Intelligence Agencies  |
| <input type="checkbox"/> U.S. Coast Guard            | <input type="checkbox"/> Def Contracting Agency    | <input type="checkbox"/> DoDEA / DoDDS              |
|                                                      |                                                    | <input type="checkbox"/> Other                      |

#### Partnership for Peace and Newly Independent States

- Partnership for Peace (SHAPE, Naples, AFNORTH, and Garmisch)
- Newly Independent States (App in Ankara, Turkey only)

#### Others Federally Connected

- Other US Govt (non-DoD)
- Foreign Service (mil/civ)
- US Interest (Red Cross, scouts, TDY from CONUS, Res less than 180 days)

#### Others Non-Federally Connected

- US Citizen
- Foreign National

*Please see reverse side for documentation needed to support enrollment*

I verify that the category code and documentation provided is correct

signature of sponsor or spouse \_\_\_\_\_

Date \_\_\_\_\_

### School Verificaitaion

Registrar confirmation that documentation presented is valid to support enrollment

Registrar initials \_\_\_\_\_

# DoD Contractors and Others

*Please circle the appropriate category and provide documents to support this as listed below*

<b>DoD Contractors</b>		
<i>Space-Created, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1HA	Dept of Army	A + (E or F)
1HB	Dept of Navy	A + (E or F)
1HC	U.S. Marine Corps	A + (E or F)
1HD	Dept of Air Force	A + (E or F)
1HE	U.S. Coast Guard	A + (E or F)
1HF	Def Commissary Agency	A + (E or F)
1HG	AAFES	A + (E or F)
1HH	Stars and Stripes	A + (E or F)
1HI	Def Audit Agency	A + (E or F)
1HJ	Def Contracting Agency	A + (E or F)
1HK	Def Finance and Accounting	A + (E or F)
1HL	Def Logistics Agency	A + (E or F)
1HM	Def Info Sys Agency	A + (E or F)
1HN	DoD Intel Agencies	A + (E or F)
1HO	DoDEA / DoDDS	A + (E or F)
1HP	Other	A + (E or F)

<b>Allied Nations (Mons, Belgium only)</b>		
<i>Space-Required, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1MA	Foreign mil members assigned to SHAPE	F + G + H + K

<b>Others, Federally Connected</b>		
<i>Space-Available, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
2AA	Other US Govt (non-DoD, i.e. State Dept, FAA, FBI, GAO, etc).	B or [C + (E or F)]
2CA	U.S. Interest (i.e. Red Cross, USO, Boy and Girl Scouts, university personnel, TDY from CONUS, Reserves less than 180 days)	C + (E or F) D + (E or F)
2DA	Foreign Service (Foreign mil/civ serving with NATO, UN, etc.)	G + (E or F)

<b>Others, Non-Federally Connected</b>		
<i>Space-Available, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
4AA	US Citizen (employed by non-DoD contractors such as Siemens, Citibank, GM, etc.).	I + J
4CA	Other US (no included in other categories. Includes retired US mil personnel)	I + J
4DA	Other Foreign National	I + J + L

<b>Partnership for Peace (PfP) and Newly Independent States (NIS)</b>		
<i>Space-Available, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3PA	Foreign mil/civ PfP liaisons at NATO sites. Applicable to SHAPE, Naples, AFNORTH and Garmisch	F + G + H
3PB	Foreign mil/civ from NIS countries. Applicable to Ankara, Turkey only	F + G + H

## Documentation Needed

- A. Logistical support section of the employee's contract providing DoD schooling, or DOCPER Technical Expert Status Accreditation (TESA) agreement memorandum, or DD1172-2 (Common Access ID Card Application issued by DOCPER, or a copy of either the employee's Contractor ID card or spouses ID card issued by DOCPER. Note: If space is not available the schools will provide further options regarding other DoDDS schools or English speaking off base schools.
- B. -Sponsor's PCS orders listing family members. For US citizens assigned to NATO, documentation that identifies the sponsor as a US citizen serving with other Allied Forces. If documentation doesn't list family members, then "E" or "F" below is required to link the students to the sponsor.
- C. -DSE Form 802, Verification of US Civilian Employment.
- D. -CONUS based active duty military TDY orders. Reserve orders reflecting activation.
- E. **-In Loco Parentis Documentation**  
*With Court Orders:* (1) Court order granting adoption, guardianship, custody or wardship. (2) DSE Form 801, ILP Affidavit for Court Orders. (3) DoDDS-E approval.  
*With Power of Attorney (PoA):* (1) PoA issued by one of the student's biological parents. (2) DSE Form 80, ILP Affidavit for PoA. (3) DoDDS-E approval. Please note that PoA enrollments are only good for 90 calendar days.
- F. -Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "G" above and approval by the DoDDS-E Eligibility POC.
- G. -Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- H. -Approval of the position as PfP or NIS from the National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum. Memo or US Embassy approval for Ankara NIS billets.
- I. -Sponsor's and student's Passport
- J. Installation pass granting access from the local Installation Commander's Office.
- K. -USNMR/Base Commander validation.
- L. - Validation that the dependent is authorized access to the school for the purpose of attending as a student. Validation should come from the installation commander in the form of a memo or email.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, or a birth certificate, or a passport.)