

Checklist for Student Travel

Eligibility:

- The Sponsor must be permanently Stationed OCONUS
- Students must be an authorized Family Member and:
 - An unmarried dependent child under 23 years old
 - Attending or will be attending a school in the United States to obtain a secondary or undergraduate college education.
 - Enrolled in a full-time course of study or program.
- Students who will be attending school must be within 90 days of their school start date and his or her sponsor must provide a letter of acceptance from the school.

Documents required for issuing Student Travel Orders:

- DA Form 4187 (Signed by Company Commander & Battalion Commander)

Information required on the DA Form 4187

- Sponsor Rank, Name, SSN, Unit
 - Name of Dependent (Student Traveler)
 - Dependent Passport Number/Expiration Date
 - Name and Location of College/University (*to include city, state, zip code*)
 - Requested Travel Date/Return Date
 - Date of Last Student Travel (if applicable)
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- Copy of a current college/university Registration/Acceptance letter for dependent (for new college/university attendees) or current official enrollment documentation from the college/university stating the family member is a full time student.
 - PCS orders to Okinawa and Command sponsorship Orders/Memo
 - Copy of recent ERB/ORB