



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
OSAN MIDDLE HIGH SCHOOL  
UNIT 2037, APO AP 96278-2037



## Registration Process (Military/ Full-Time DoD Civilian Employee Non-Command Sponsorship)

Welcome to Osan Middle High School.

Once your family arrives in Korea, please come to the registration office with required documents below to apply for Space Availability. Please note, any missing document will delay your application and registration process.

### \*Air Force Military Non-Command Sponsorship

1. PCS Orders
2. Registration Form & Space-Available Request Form
3. Immunization (Shot records)
4. Passport (High school only)
5. Sealed Official Transcript (If it is open, it will be considered unofficial. If you do not have an official transcript, please fill out the official transcript request form located in the registration office or request an electronic copy.)

### \*Army Military Non-Command Sponsorship

1. PCS Orders
2. Pinpoint Orders or Soldier Talent Profiles
3. Registration Form & Space-Available Request Form
4. Immunization (Shot records)
5. Passport (High school only)
6. Sealed Official Transcript (If it is open, it will be considered unofficial. If you do not have an official transcript, please fill out the official transcript request form located in the registration office or request an electronic copy.)

### \*Full-Time DoD Civilian Employee Non-Command Sponsorship (GS/ NAF/ DoDEA Employee)

1. Letter Of Employment (L.O.E)
2. SF 50 (NAF : AF Form 2545 or DA Form 3434)
3. Registration Form & Space-Available Request Form
4. Immunization (Shot records)
5. Passport (High school only)
6. Sealed Official Transcript (If it is open, it will be considered unofficial. If you do not have an official transcript, please fill out the official transcript request form located in the registration office or request an electronic copy.)

#### Reminder :

- The district office will make the final determination that can take up to a maximum of two weeks. You will receive the result via email or phone call.

- Space available request needs to be submitted annually. Current school year approval does not guarantee admission to next school year.

Should you have any further questions regarding the above, please do not hesitate to contact Ms. Narae Han at [narae.han@dodea.edu](mailto:narae.han@dodea.edu) or call [DSN 784-5326](tel:DSN 784-5326).