

## INSTITUTIONAL AGREEMENT TO PARTICIPATE IN THE CONCURRENT ADMISSIONS PROGRAM (ConAP)

Institutional enrollment in the Concurrent Admissions Program (ConAP) is for degree-granting colleges and universities accredited by one of the accrediting organizations recognized by the United States Department of Education or the Council for Higher Education Accreditation Department of Defense (DOD) institutions.

### Instructions:

- Please review the below requirements for ConAP participation.
- Select the appropriate agreement option.
- Complete/verify the ConAP point-of-contact information.
- Submit the form to HQ, US Army Recruiting Command. (via email below)

### Requirements for Colleges and Universities in ConAP

- Partner with local recruiters and Education Services Specialists by extending invitation to your institution, communicating with them about academic programs, costs, admissions process and how they may be of assistance in retaining students at your college/university.
- Assign a ConAP point-of-contact to monitor electronic referrals and provide information to Future Soldier about the College's application process.
- Keep the institution's point-of-contact current by communicating with your area Education Services Specialists.
- Diligently acknowledge Future Soldiers' ConAP applications (College Referral and Intent to Enroll) via electronic signature at <https://conap.futuresoldiers.com>. Thereafter provide the Future Soldier with congratulatory correspondence from your institution and information about matriculation and financial aid processes, veteran's services and academic programs.
- Upon enrollment of a Future Soldier at your institution, review his/her goals and academic preparation, both traditional and nontraditional, and award credit as appropriate.

### ConAP Agreement Options

Veterans, Army National Guard, and Army Reserve soldiers benefit from institutional practices and guarantees embodied in the SOC principles and criteria as well as the commitment and agreement educational institutions provide through the Department of Defense (DOD) Memorandum of Understanding. Prior to submitting this form to participate as a ConAP college/university, the institution must have a verifiable Servicemembers Opportunity Colleges (SOC) membership or a Voluntary Education Partnership Memorandum of Understanding (MOU) with Department of Defense (DOD).

For Servicemembers Opportunity Colleges (SOC) Membership agreement visit: <http://www.soc.aascu.org/socconsortium/BecomeAMember.html>  
To begin an application for the Voluntary Education Partnership Memorandum of Understanding (MOU), visit <http://www.dodmou.com/> for details.

Please check the box for the ConAP agreement option which your institution has selected below.

Servicemembers Opportunity Colleges (SOC) membership (preferred). Our institution meets SOC requirements and agreed to abide by the four criteria for transfer of credit, academic residency requirements, crediting learning from military training and experience and crediting extra-institutional learning.

Our institution has a Voluntary Education Partnership Memorandum of Understanding (MOU) which may be verified with Department of Defense (DOD) as a participating institution at <http://www.dodmou.com/InstitutionList.aspx>.

### Institutional Point-of-Contact for ConAP

College/University:	Address	City	State	Zip
<b>ConAP Point of Contact Information</b>				
*Last Name:		*First Name:		
*Title:				
*Phone:		*E-Mail:		
<b>Institutional Agreement to Participate in ConAP</b>				
Signature of institutional officer authorized to make this commitment			Date	

HQ, US ARMY RECRUITING COMMAND • 1307 Third Avenue, G7/9 Education, Ft. Knox, KY 40121-5000 • 502-626-0296/3326  
• Fax 502-626-0983 • E-Mail: [usarmy.knox.usarec.mbx.hq-education@mail.mil](mailto:usarmy.knox.usarec.mbx.hq-education@mail.mil) • ConAP Web Site:  
<http://www.usarec.army.mil/hq/apa/conap.htm>