

NEW MILITARY-STUDENT CHECKLIST

Apply for Admission to Washburn: <http://washburn.edu/admissions/index.html>

Obtain a copy of your DD-214

If you do not have a copy of your DD-214, you may order it at the following website:

<http://www.archives.gov/veterans> (Contact the University Diversity & Inclusion Office for assistance obtaining your DD-214.)

Complete FAFSA

Complete the Free Student Application for Federal Financial Aid form: www.fafsa.ed.gov

- You may be eligible for other types of financial aid while receiving your Veterans Educational Benefits.
- You ARE NOT required to report federal educational benefits on the FAFSA, such as Montgomery GI Bill, Post 9/11 GI Bill, Dependent Educational Assistance, and Vocational Rehabilitation.

For other financial aid questions please visit: <http://washburn.edu/admissions/paying-for-college/financialaid/index.html> or the Student One Stop in Morgan Hall (785)670-2162.

Complete an "Application for VA Education Benefits" <https://www.vets.gov/education/apply/>

- Chapters 30/33/1606/1607: [VA FORM 22-1990](#)
- Chapter 33 Transfer of Entitlement (Benefits that have been transferred to you from your spouse or guardian): [VA FORM 22-1990E](#)
- Chapters 35 (Survivors and Dependents): [VA FORM 22-5490](#)
- Chapters 31 (Vocational Rehab): [VA FORM 28-1900](#)
<https://www.ebenefits.va.gov/ebenefits/about/feature?feature=vocational-rehabilitation-and-employment>
- To transfer benefits received at another university to Washburn University under Chapter 35 benefits visit: <https://www.ebenefits.va.gov/ebenefits/vonapp>, otherwise all other chapters complete a Change in Place of Training Form at <https://www.vets.gov/education/apply-for-educationbenefits/application/1995/introduction>.

Prior to enrollment, students must schedule a meeting with:

- Chris Bowers, Military Transitions Coordinator, Military Student Advisor & (ESO), Military-Student Success Center, Mabee Library Room 206A. wuveterans@washburn.edu or 785-670-1983.
Create a degree plan with a Military-Student advisor (a list of all the courses needed to complete your degree) before registering for classes.
- If Military student Advisor is unavailable, meet with Academic Advising, Mabee Library, Room 201, advising@washburn.edu or with Yvette Montgomery-Phifer, School Certifying Official, Morgan Hall, Room 105, yvette.montgomery@washburn.edu, 785-670-2329.
- Center for Prior Learning & Testing, Mabee Library, Room 218, testing@washburn.edu or 785-670-1227
Discuss military transcripts and earning credit for military training/experience through DSST and CLEP exams which are funded for qualified military service members

Complete your forms

Return in the following documents to WU Diversity and Inclusion Office, Morgan 105, 785-670-1629

- Copy of **Certificate of Eligibility** from Department of Veterans Affairs (this document is mailed to you once your VA benefits application is processed)
- **Veterans Information Sheet** (completed each semester): <http://www.washburn.edu/currentstudents/services/student-services/forms.html>
- Degree Plan (created with your Academic Advisor)
- Review and sign Benefit Utilization Memorandum of Understanding, keep a copy for your records.

Remember, certification for VA benefits must occur every semester that you are enrolled at Washburn University AND want to receive benefits. You must complete the University Veterans Information Sheet to receive VA benefits at the **beginning of each semester**. *If you have questions or need help completing forms, please contact the WU Diversity and Inclusion Office at 785-670-1629 or diversity.inclusion@washburn.edu*

