



Veteran Student Enrollment Checklist Morehead State University

If you are a veteran who is applying to Morehead State University, please use this checklist as a guide to assist you in completing the enrollment & verification of benefits processes.

- _____ Fill out an online **Undergraduate Admissions and Scholarship Application** at <http://acampus21.moreheadstate.edu/prospective/undergrad/apply> and pay the \$30 application fee.
- _____ Submit official high school transcripts or GED certificate and scores.
- _____ Submit official ACT/SAT scores. If you have not taken the ACT, you may register to take the ACT Residual (test is only valid at Morehead State University) by calling the **MSU Testing Center at 606-783-2526**. The cost for the test is \$50.
- _____ If you have previous coursework from another university, submit official college transcripts.
- _____ For scholarship consideration, you must submit your application and all other necessary application materials before the priority deadline of **March 15**.
- _____ Fill out the **FAFSA (Free Application for Federal Student Aid)** <http://www.fafsa.ed.gov> to see if you qualify for additional student aid.
- _____ Once admitted, an academic check sheet will be generated for your chosen program of study.
- _____ Sign up for a **Student Orientation Session** by calling **(800) 585-6781**. At this session, you will receive information on Student Housing and Meal Plans, Food Services, Financial Aid, & Veterans Benefits. You will meet with an academic advisor to plan your schedule; you will register for classes, take your student ID photo, visit the University Bookstore and take a campus tour.

Process of Applying for Veterans Education Benefits

- _____ File an application for benefits. Apply on-line at www.gibill.va.gov. Chapter 35 will file VA form 22-5490, Application for Survivors' and Dependents Educational Assistance. Chapters 30, 32, 33, 1606, and 1607 will file VA form 22-1990, Application for Educational Benefits. The signature page must be mailed to the St. Louis, MO Regional Office (PO Box 66830, St. Louis, MO 63166-6830).
- _____ You should mail a copy of your DD-214 or DD Form 2384 (Notice of Basic Eligibility) and a copy of your contract if you are eligible for the college fund (kicker). Students applying for chapter 31 will need to contact the Vocational Rehabilitation representative for authorization to receive benefits.
- _____ Students should also submit a copy of their DD-214 or N.O.B.E. for their file to the Assistant Registrar, Stephen Crail (contact information below).

*Dependents do not file a DD 214 but you must have your father's social security number to apply for benefits.

Once you are registered for classes and have applied for your veterans education benefits, you must contact the Assistant Registrar, Stephen Crail, 606-783-2008 or s.crail@moreheadstate.edu, for an enrollment certification to be submitted to the regional office.

_____ Certification of Benefits:

1. Veterans are certified only for those classes that are required for their degree program. It is your responsibility to take at least 12 hours of degree required courses to qualify for full-time benefits (9 hours is considered full-time for graduate study). If you take less than 12 hours, you should make sure that all courses are required in your program. Audited courses and correspondence courses do not count as part of your course load in qualifying for benefits.
2. If you change from full-time to part-time status you must file this change with the Assistant Registrar in charge of VA certification, Stephen Crail.
3. Veteran Education Benefits are certified on a semester basis.

_____ Prior Credit and Declaring a Major:

During the first semester a veteran student enrolls at MSU, he/she must complete the process of declaring a particular degree intent (major). The change of major form is available in each departmental office and is completed by the student in the department of their major. The university will not certify students for VA benefits unless this program intent is on file.

_____ Verification of Enrollment:

Everyone receiving MGIB - Active Duty benefits, as well as those in the Selected Reserve, must verify his or her enrollment each month to receive payment for that month. Your enrollment can be verified on the last calendar day of the month using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave> or by calling the toll-free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. (Chapter 35 students do not need to do the W.A.V.E.)

_____ Any military credit a student is trying to receive should be directed to The Associate Registrar (Debbie Ross, d.ross@moreheadstate.edu) and she must have a military transcript sent to her.

For more information or questions contact:

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Non-Traditional/ Commuter Coordinator
Student Veteran Liaison
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Stephen Crail
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Veterans Certification Official
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