

# Veteran Student Enrollment Checklist

Use this checklist to assist you in completing the enrollment & verification of benefits processes at Morehead State.

## MSU'S APPLICATION PROCESS

- ❑ Complete an Undergraduate Admission and Scholarship Application at [www.moreheadstate.edu/apply](http://www.moreheadstate.edu/apply). The application fee is waived for veterans.
- ❑ Submit your official high school transcript or GED certificate and scores.
- ❑ Submit your official ACT/SAT scores. If you haven't taken the ACT, register for the ACT Residual (valid only at MSU) at the MSU Testing Center. Visit [www.moreheadstate.edu/testing](http://www.moreheadstate.edu/testing) or call 606-783-2526 for details. *(If you have completed 24 or more college credits from an accredited institution, you do not need to submit high school transcripts or ACT scores).*
- ❑ If you have previous coursework from other universities, submit your official transcripts.
- ❑ For priority scholarship consideration, submit your application and supporting materials before **March 15**.
- ❑ Complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to see if you qualify for additional financial aid.
- ❑ After you've been admitted to MSU, register for a Student Orientation, Advising & Registration (SOAR) session at [www.moreheadstate.edu/soar](http://www.moreheadstate.edu/soar). During your SOAR session, you will meet with an academic advisor, register for classes, take your student ID photo, and learn about financial aid, veterans benefits, student housing, meal plans and more. If you haven't already visited campus, this would be a great time to schedule a campus tour.

## APPLYING FOR VETERANS EDUCATION BENEFITS

- ❑ Apply for benefits at [www.gibill.va.gov](http://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. Mail the signature page to the St. Louis, MO Regional Office, PO Box 66830, St. Louis, MO 63166-6830.
- ❑ If you are eligible for the college fund (kicker), mail a copy of your DD-214 or DD Form 2384 (Notice of Basic Eligibility) and a copy of your contract to the St. Louis, MO Regional Office as well. If you are applying for chapter 31, contact the vocational rehabilitation representative for authorization to receive benefits.
- ❑ Submit a copy of your DD-214\* or N.O.B.E. to Steve Crail, veterans certification official at 606-783-2008 or [s.crail@moreheadstate.edu](mailto:s.crail@moreheadstate.edu).

*\*If you are a dependent, you do not file a DD 214, but you will need your parent's social security number to apply for benefits. After you register for classes and apply for veterans education benefits, contact the veterans certification official to have enrollment certification submitted to the regional office.*



## CERTIFICATION OF BENEFITS

Veteran Education Benefits are certified on a semester basis. During your first semester, you will need to declare a major to certify your VA benefits. Forms are available from your academic department.

- You are only certified for classes required for your degree program. You are responsible for taking at least 12 hours of degree required courses to qualify for full-time benefits (nine hours is considered full-time for graduate study). Audited courses and correspondence courses do not count toward qualifying for benefits.
- If you change from full-time to part-time status, you are required to notify the veterans certification official.

## VERIFICATION OF ENROLLMENT

If you receive MGIB - Active Duty benefits or are in the Selected Reserve, you are required to verify your enrollment on a monthly basis to receive payment for that month. Enrollment can be verified on the last calendar day of the month at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or by 877-823-2378. (Chapter 35 students do not need to do the W.A.V.E.).

## CREDIT FOR MILITARY SERVICE

Interested in credit for prior military service or training? Contact Steve Crail at 606-783-2008 or [s.crail@moreheadstate.edu](mailto:s.crail@moreheadstate.edu) for more information. You will need to submit a military transcript.