VETERAN PRIORITY
REGISTRATION FORM

Veterans have been granted priority registration by Kutztown University. Priority registration really means early registration. Veterans may schedule classes ahead of students with priority registration, but once general registration begins you will compete for class spaces along with all other students allowed to register at that time.

The term "veteran" refers to an individual who:
   a. Has served in the United States Armed Forces, including a reserve component and the National Guard, and
   b. Was discharged or released from such service with a condition other than dishonorable.

To exercise this benefit, veterans should send a copy of the **Member 4 section of their DD-214** (indicating character of discharge) and active duty members should send a letter from their command stating their dates of service. These documents should be sent to the Registrar's Office by either:

Regular mail: Registrar's Office, Kutztown University, PO Box 730, Kutztown, PA 19530-0730

Fax: 610-683-1586

Email attach: regoffice@kutztown.edu

Once your DD-214 is received an entry will be made in the University's student information system that will notify the Registrar to allow you to access priority registration. Please fill in the following information and send along with your documents so that we can match your DD-214 to your student record. You will receive an email from us once we have entered you into the system. We are requesting a reliable phone number so we can call you if we have any questions about the document. If you need to reach us you can call 610-683-4718, M-F, 8:00am – 4:30 pm and ask about priority registration.

Name _____

Student ID: _____

Email: _____

Phone number: _____

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling; Noncompliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.