

## VA CHECK SHEET FOR THE REGISTRAR'S OFFICE

Any VA student who has applied and been accepted to the university, or who has previously been a student at the university must complete the following:

1. Veterans **MUST** bring a copy of the Member 4 section of their DD214 to the Registrar's Office. In the absence of a DD214 we will accept a NOBE (Notice of Basic Eligibility).
2. Complete the VA Enrollment Certification Request Form and return it to the Registrar's Office.
  - **Students must fill out the VA Enrollment Certification Request Form every semester for certification to the VA.**
3. Bring a copy of your Certificate of Eligibility to the Registrar's Office.
  - You must bring a new Certificate of Eligibility any time your eligibility changes.

Registered students are responsible to inform the VA representative in the Registrar's Office of the following changes, and these changes **MUST be communicated in person or through your KU e-mail account:**

1. If you Add/Drop a course during online ADD/DROP
2. If you withdraw from a class after the first week of classes
3. If you withdraw from the University
  - Please be sure to complete the Withdrawal/LOA form
4. If you take a Leave of Absence
  - Please be sure to complete the Withdrawal/LOA form
5. If there are any changes in your VA benefits
6. If you have any changes in your program (major)

<p><b>School Certifying Official</b> <b>Kate Catchmark</b> Stratton Administration Building Registrar's Office 610-683-4505 catchmar@kutztown.edu</p>
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