

KU MILITARY-AFFILIATED & VETERANS ENROLLMENT CHECKLIST

DIRECTIONS: COMPLETE THESE ACTIONS AS SOON AS POSSIBLE, BEFORE THE FIRST DAY OF CLASSES. LINKS ARE HYPERLINKED.

MILITARY-RELATED REQUIREMENTS

STEP 1		
<p>Apply for Military Education Benefits</p> <ul style="list-style-type: none"> - VA, FTA, EAP/ MFEP <p>VA GI Bill: https://www.va.gov/education/how-to-apply/</p> <p>Federal Tuition Assistance: Army https://www.armyignited.com/app/ AF Reserve https://www.514wingtraining.com/</p> <p>PANG EAP: https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml</p>	<p>Veterans Services Office 262 McFarland Student Union 610-683-4228</p> <ul style="list-style-type: none"> • VA GI Bill: Apply early, 6-8 weeks before the first day of classes. • Federal Tuition Assistance: Apply and be approved before the first day of class. Contact Office of Veterans Services for application details. • PANG EAP/MFEP: Apply online by early deadline date, June 30th. <p>***The process for military funding can be confusing and complicated. Need additional help, contact the Office of Veterans Services.</p> <p style="text-align: center;">*** SUBMIT YOUR FAFSA TO BE CONSIDERED FOR FEDERAL AND STATE GRANTS***</p> <p style="text-align: center;">STATE GRANT DEADLINE IS MAY 1st</p> <p>You can still submit your FAFSA after May 1st, you just may not be considered for state grants.</p>	
STEP 2		
<p>Complete Military/Veteran Online Orientation</p>	<ul style="list-style-type: none"> • Complete 'Orientation for Students Using Military Benefits' or at www.kutztown.edu/Veterans after you register for classes. 	
STEP 3		
<p>Submit KU VS Enrollment Certification Form</p> <p style="text-align: right;">peffley@kutztown.edu</p>	<p>Registrar's Office Veterans Certifying Official 115 Stratton Administration 610-683-4505</p> <ul style="list-style-type: none"> • All Students: Submit your KU Veterans Services Enrollment Certification Request Form to prevent delayed payments. *Complete form during Military/Veteran Online Orientation* • Transfer Students: Submit Your VA Form 22-1995, https://www.va.gov/find-forms/about-form-22-1995/ if you used VA benefits at a previous school. • Inform the SCO, Ms. Kate Peffley, if you make changes to your class schedule. 	
STEPS 4 & 5		
<p>Submit Military Education Benefit Eligibility Forms</p> <p style="text-align: right;">peffley@kutztown.edu</p>	<p>Registrar's Office School Certifying Official 115 Stratton Administration 610-683-4505</p> <ul style="list-style-type: none"> • Certificate of Eligibility (COE) from VA – All VA Benefit Users. • Notice of Basic Eligibility (NOBE) – All Reserve and National Guard Benefit Users. • DD 214, Member 4 or Service 2 copy – All Service members and Veterans. • Out-of-State Students – You must live in PA State during the semester for in-state tuition. 	
<p>Submit Official Military Transcripts (MILITARY/VETERAN STUDENTS ONLY)</p> <p>www.kutztown.edu/registrar</p>	<p>Registrar's Office 115 Stratton Administration 610-683-4505</p> <ul style="list-style-type: none"> • Air Force - https://www.airuniversity.af.edu/Barnes/CCAF/ • All Other Branches - https://jst.doded.mil/jst/ • View KU Military Credit Equivalencies 	
SOME UNIVERSITY REQUIREMENTS (NOT A COMPLETE LIST)		
<p>Complete Required Medical Forms</p> <p>www.kutztown.edu/HealthandWellness</p>	<p>Health and Wellness Services Beck Hall 610-683-4082</p> <ul style="list-style-type: none"> • Complete required medical forms online (MANDATORY). 	
<p>Pay Your Bill by Due Date so Classes Are Not Dropped</p> <ul style="list-style-type: none"> - Most Military Benefits DO NOT cover all costs (i.e. fees, housing, meal plan) <p>www.kutztown.edu/studentaccounts</p>	<p>Student Accounts 225 Stratton Administration 610-683-4133</p> <ul style="list-style-type: none"> • Mark your 'Intent to Attend' in your MyKU student account. • Pay balance not covered by benefits 'paid to the school', by bill due date. If the benefit payment is sent directly to the student, KU will not deduct this amount from your bill. • If balance is not paid, or payment plan not established, classes may be dropped. 	
<p>Purchase/Rent your Books</p> <p>https://kubstore.com/</p>	<p>Student Accounts 225 Stratton Administration 610-683-4133</p> <ul style="list-style-type: none"> • Student-Veterans and military-affiliated students receive 10% discount at the Campus Store. • If you need help purchasing your books, check eligibility for a Temporary Bookstore Account. 	
<p>Monitor Your Student Accounts</p> <p>Email: https://outlook.com/live.kutztown.edu MyKU: https://myku.kutztown.edu</p>	<p>Information Technology Help Center 201 Stratton Administration 610-683-1511</p> <ul style="list-style-type: none"> • KU's official method of communication is by KU email, check your account often. • Monitor your MyKU account to check your class schedule, check balances, and when VA/ financial aid payments are posted. Account Issues: helpcenter@kutztown.edu 	
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SOME OTHER REQUIREMENTS (IF APPLICABLE)

Request Military-Affiliated Student Housing (if applicable) www.kutztown.edu/housing	Housing & Residence Life 106 Old Main 610-683-4027 <ul style="list-style-type: none"> If interested, indicate on your housing application that you would like to participate in Military-Affiliated Housing Selection. 	
Register Your Vehicle (if applicable) https://www.kutztown.edu/about-ku/administrative-offices/public-safety-and-police-services/motor-vehicle-regulations.html	Transportation Services Office 106 Academic Forum 484-646-4249 <ul style="list-style-type: none"> Register your vehicle online via your MyKU student account. Print and display temporary registration, and then pick up your permanent registration. Present a valid photo driver's license and valid vehicle registration card when you pick it up. 	
Contact Disability Services (if applicable) www.kutztown.edu/disabilityservices	Disability Services (DSO) 215 Stratton Administration 610-683-4108 <ul style="list-style-type: none"> Submit your 'Accommodation Request Form' to request accommodations to DSO, early. 	
Register for Army ROTC Classes (if interested)	Steel Battalion ROTC Lehigh University 610-758-3272 <ul style="list-style-type: none"> Lead from the front and take military leadership classes without contract commitment. 	
Get Involved – Student Veteran Organization	Military Club at KU Veterans Services Center 262 MSU military@kutztown.edu <ul style="list-style-type: none"> Connect with other veteran and military-affiliated students. Sign up at engage.kutztown.edu. Log in with your KU credentials. 	

This Military/Veteran Checklist should be used as a guide of important enrollment actions that must be completed to have a smooth transition to KU. This checklist **does not** replace the Next Steps Checklist provided to you by New Student Orientation (NSO). All steps listed on the Next Steps Checklist are University enrollment requirements that must be completed.

If you did not receive a Next Steps Checklist please contact NSO:

College Readiness Programs
 267 Student Union Building
 Kutztown, PA 19530
 T: [610-683-4088](tel:610-683-4088)
 E: orientation@kutztown.edu