

Military and Veteran Success Center (MVSC) VA Education Benefits Checklist

1. **Apply for Admissions to Colorado State University Pueblo:** If you haven't applied to the school go to: <https://www.csupueblo.edu/admissions/apply-now.html>
2. **Veteran's Upward Bound:** If you are a first time college student a good resource available to first time veteran students is the **Veteran's Upward Bound program**, (VUB). VUB offers free developmental classes, tutoring and transition assistance for veterans. For additional information visit the VUB website at; <https://www.csupueblo.edu/trio/veterans-upward-bound/index.html> or call 719-549-2875.
3. **Apply for your VA education benefits:** If you are transferring your benefit from another school or you are using veterans education benefits for the first time you can fill out the application at: <https://www.va.gov/education/how-to-apply/>. Click on the green **Find Your Education Benefits Form** button and answer the questions that prompt. Print a copy of the confirmation page and submit to the MVSC at: veteranssuccess@csupueblo.edu.
The VA will send you a Certificate of Eligibility (COE) outlining the education benefits approved for. Submit a copy of the COE to the MVSC at veteranssuccess@csupueblo.edu.
4. **VR&E application:** Apply for the Veteran's Readiness and Employment Benefit at: <https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility/>. Scroll down and click on the green **Go to eBenefits to apply**. Follow the links to the VR&E page. Then click on apply. You will receive instructions to set up a virtual interview via email.
5. **Certification Request:** Complete your Certification Request Form on the MVSC website at, <https://www.csupueblo.edu/military-and-veteran-success-center/> (The MVSC will not submit your certification to the VA until you complete the certification request form)
6. **In-state tuition exception:** You will need the request for the in-state tuition rate if you are listed as "non-resident" The school has two programs that cover vets for in-state-tuition. Complete the form at <https://www.csupueblo.edu/admissions/residency/exceptions/veterans-and-dependents.html>. Return the form to the MVSC along with your DD214 and required proof if using the G.I. promise.
7. **Accuplacer tests:** <https://www.csupueblo.edu/center-for-academic-enrichment/accuplacer.html>. CSU-Pueblo does not require first term students to take a placement test, however the VA will want placement test scores to justify any remedial classes that you take (i.e. Math or English).
8. **Transcripts: ALL** transcripts from previous institutions attended must be submitted to CSU Pueblo. Submit official transcripts to CSU Pueblo at info@csupueblo.edu
 - a. To request JST's, go to: <https://jst.doded.mil/jst> (for Army/Navy). Log and request transcripts be sent to Colorado State University Pueblo, 2200 Bonforte Blvd, Pueblo, CO 81001.
 - b. To request JST from the Air Force go to <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>
9. **Apply for the College Opportunity Fund:** <https://cof.college-assist.org/>. This is a state benefit that covers a portion of your tuition. The VA will not cover this portion. You will be responsible for the tuition difference if you do not apply for COF.
10. Register for your classes through Banner. You must be cleared to register for classes by an academic advisor. VA will only pay for classes that are applicable to your degree. You must be full-time in order to receive your full MHA. If you choose 100% online, your MHA will be reduced.
11. VA will provide \$1,000 per fiscal year for books. This is not likely to cover all your expenses and may arrive after your classes start. It is highly recommended you have alternate funding available.
12. Apply for Financial Aid (FASFA) or Scholarships- A Pell grant and/or scholarships can help with additional education expenses not covered by VA.

13. For students using Chapter 33, Post 9/11 education benefits, the VA will pay the school directly for tuition and fees. The book stipend and MHA will go directly to you.
14. For students using Chapters 30, 35 or 1606, the VA will send the stipend directly to you and you will be responsible to pay for all tuition costs.
15. You must report any schedule changes to the MVSC to ensure that your certification is submitted the VA correctly. Please note continuous changes to your schedule can result in debt to the VA. All drops and withdraws are reported to the VA. If you withdraw from a class, you will be responsible for paying the school for tuition and fees. VA no longer will make payment arrangements with students. Please inform and provide MVSC with any documentation regarding withdrawing from courses do to extenuating circumstances.

YOUR ARE RESPONSIBLE FOR UNDERSTANDING HOW YOUR BENEFITIS WORK. FOR THE MOST CURRENT INFORMATION, OR A STATUS CHECK ON YOUR PAYMENTS, CONTACT THE VA DIRECTLY AT www.gibill.va.gov or at 1-888-442-4551.