



# COLORADO STATE UNIVERSITY PUEBLO

Military & Veteran Success Center (MVSC)

## Veteran Enrollment Checklist

- 1) **Apply for Admissions to Colorado State University Pueblo:** To apply go to:  
<https://www.csupueblo.edu/admissions/apply-now.html>
  - Use Code VEB to waive the \$25 application fee
- 2) **Veteran's Upward Bound (VUB):** VUB is a federally funded program that assists veterans with transitioning to college. 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:** To apply for your benefits go to:  
<https://www.va.gov/education/how-to-apply/>
  - If you're applying for Veteran Readiness and Employment (VR&E) you can go to:  
<https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/>
  - Print a copy of your confirmation page and submit to [veteransuccess@csupueblo.edu](mailto:veteransuccess@csupueblo.edu)
  - Once you receive your Certificate of Eligibility (COE), or if you already have your COE, submit a copy to the MVSC at [veteransuccess@csupueblo.edu](mailto:veteransuccess@csupueblo.edu) or in person at the MVSC office located in OSC 114.
- 4) **Request Transcripts:** All transcripts from previous institutions attended and JST's must be submitted to CSU Pueblo.
  - Submit official transcripts to Colorado State University Pueblo, 2200 Bonforte Blvd, Pueblo, CO 81001 or [info@csupueblo.edu](mailto:info@csupueblo.edu)
  - To request JST's
    - Army, Navy, and Marines: <https://jst.doded.mil/jst>
    - Airforce: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/>
- 5) **Apply for Financial Aid (FAFSA):** Additional aid can assist with education expenses not covered by the VA.
  - Information about financial aid can be found at: <https://www.csupueblo.edu/student-financial-services/index.html>
- 6) **Apply for the College Opportunity Fund (COF):** This is a state benefit that covers a portion of your undergraduate tuition. The VA will not cover this portion. If you do not apply for COF you will be responsible for the tuition difference.
  - To apply go to: <https://cof.college-assist.org/>
  - Note: COF is not available for graduate students
- 7) **Request Certification:** 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)

- 8) Request In-state Tuition:** Veterans and anyone using VA education benefits are eligible for in-state tuition.
- To request in-state tuition, eligible students will need to complete the Isakson & Roe section 1005 Residency Form located at <https://www.csupueblo.edu/military-and-veteran-success-center/forms.html> and submit it to the MVSC at [veteransuccess@csupueblo.edu](mailto:veteransuccess@csupueblo.edu) or in person at the MVSC office.
- 9) Accuplacer Tests:** 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).
- <https://www.csupueblo.edu/center-for-academic-enrichment/accuplacer.html>.
- 10) Register for Classes:** You will meet with an academic advisor to register for classes
- VA will only pay for classes that are applicable to your degree.

### Important information

- **Post 9/11 – CH 33**
  - ◇ To receive your full Monthly Housing Allowance (MHA) you must be attending full-time and be attending at least one in-person course
  - ◇ If you choose to attend 100% online, your MHA will be reduced
  - ◇ The VA will provide up to \$1,000 per school 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.
  - ◇ The VA will pay the school directly for tuition and fees. The book stipend and MHA will go directly to you.
  - ◇ It is the responsibility of the student to utilize the book stipend and MHA for book and housing expenses.
- **Chapters 30, 35, and 1606**
  - ◇ The VA will send the stipend directly to you and you will be responsible to pay for all tuition costs.
- **All Students Utilizing VA Education Benefits**
  - ◇ 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. Please inform and provide MVSC with any documentation regarding withdrawing from courses do to extenuating circumstances.

**\*\*YOU ARE RESPONSIBLE FOR UNDERSTANDING HOW YOUR BENEFITS WORK. FOR THE MOST CURRENT INFORMATION, OR A STATUS CHECK ON YOUR PAYMENTS, CONTACT THE VA DIRECTLY AT [www.gibill.va.gov](http://www.gibill.va.gov) or at 1-888-442-4551.\*\***