New Student Dependent/Spouse Transition Checklist

Congratulations on your acceptance to Northern Arizona University (NAU)! You are a recipient of VA Educational Benefits from your Military Sponsor, please carefully read through each step of this checklist to help guide you in your transition to NAU.

Your NAU Veteran and Military Success Center (VSC)

- The VSC is your go-to office for transitioning to NAU for VA Benefits, campus resources, and more. The VSC also provides computers with free black and white printing, scanning, faxing, and a lounge for all military connected students.
- We are open 8:00am – 5:00pm Monday thru Friday in the NAU Field House (Bldg 30), Room 138.
- Email: Vets@nau.edu | Phone: 928-523-VETS (8387)
- If you have any questions during your transition and throughout your academic career at NAU, please contact the VSC or come in to see us!

Steps to Complete:

1. Accept your offer to NAU. Log into nau.edu/acceptmyoffer using your NAU User-ID and Password.

   - Enrollment Deposit: As a recipient of specific VA Educational benefits (Chapter 33 transferred benefits, Marine Gunnery Sergeant John David Fry Scholarship), we will defer the required $250 portion of the NAU Enrollment Deposit Fee. *If you have already paid this deposit, you will be reimbursed at the end of the term. If you have NOT yet paid this, please contact our office at vets@nau.edu with your name, ID and the VA education benefit you are utilizing and we will defer the deposit for you

      Here is how it works:

      - This Enrollment Deposit Fee holds your spot at NAU and is non-refundable until specific timelines. For more information, please visit: https://nau.edu/admission/freshmen-next-steps/
      - You will be liable to pay this fee later or by other means such as Financial Aid if the VA does not cover the full amount based on your eligibility.
      - **IMPORTANT**: The $100 housing deposit is not paid or deferred by NAU’s Veteran and Military Services. This is a separate deposit for those requesting on-campus housing. If you are seeking priority on-campus housing, you must visit https://nau.edu/housing and complete the application. The aforementioned $100 will be billed to your LOUIE account and will need to be paid within a week.
2. Initiating or Transferring the VA Education Benefits from your Sponsor

Apply through [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/) to get your Certificate of Eligibility (COE).

- **Chapter 33 Transferred (Post 9/11)** – GI Bill®, ensures the military member has transferred benefits. Student still needs to complete VA Form 22-1990E (Application for Family Member to Use Transferred Benefits) or VA Form 22-1995 (Request for Change of Program or Place of Training).

- **Chapter 35 DEA** – First time Survivor and Dependent Educational Assistance Program (DEA) applicants should use the VA form 22-5490. If you have used Chapter 35 benefits at another university and are transferring to Northern Arizona University, please fill out VA form 22-5495, which can be found on [vabenefits.vba.va.gov](http://vabenefits.vba.va.gov).

- **Marine Gunnery Sergeant John David Fry Scholarship** - The Marine Gunnery Sergeant John David Fry Scholarship provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after Sept. 10, 2001.

3. COE – Certificate of Eligibility.

We will need a copy of your Certificate of Eligibility (COE) for our records and in all cases for Residency. Don’t forget that you must have listed NAU as your school of choice. Once you receive this form, visit [www.nau.edu/vets](http://www.nau.edu/vets) to submit your COE. If you are having any issues please contact our office.

Submit COE Form: [https://onbase.nau.edu/AppNet/UnityForm.aspx?key=UFKey](https://onbase.nau.edu/AppNet/UnityForm.aspx?key=UFKey)

**More resources**

- VA Enrollment Certification
- NAU Upcoming Events
- NAZ Community Events
- Forms | Policies | Resources
- Vet Oral History Project

**Forms**

- Submit your course schedule for VA benefits
- Submit your Certificate of Eligibility (COE)
- Submit your DD214 Authentication Form
- VA State Tuition / Yellow Ribbon Program
- Military Institution Usage Form
- Certificate of Enrollments Form

**NOTE:** It could take up to 2 months to receive your COE from the VA by mail. You may continue through the remaining steps on this list before you receive the paper copy of your COE.
4. VMS Chat Session Requirement:

If you will be using GI Bill® benefits, Register on our website for the 1-hour VMS Chat Session as a needed supplement to your Online NAU Orientation.

The VMS chat sessions will cover a variety of topics to include:
- Learning about our in-person and virtual services
- Getting information and instructions on utilizing your GI BILL®, Fry Scholarship, DEA program, or DODTA benefits here at NAU.
- In-State tuition rate military connected eligibility
- Meeting staff and fellow military connected peers!
- Getting NAU and VA resources
- Time for individual questions

5. Next Steps to Enrollment

A great deal goes into preparing for your arrival to Northern Arizona University. Please go to https://nau.edu/admission/next-steps-to-enrollment/ and follow each step carefully. Then be sure to come back to this checklist to get timely information on Residency information and how to utilize your VA Educational Benefits at NAU.

6. Enroll in Classes

In order to initiate your GI Bill funding, you must be enrolled in classes. See the Priority Enrollment link at https://nau.edu/admission/next-steps-to-enrollment/ * Step 7 will explain how to submit your courses for VA Education Benefits.

7. Academic Advising

- For help setting up an academic advising appointment or help addressing academic holds on your account proceed to https://nau.edu/Gateway/Advising/Appointments/
- For a list of advisors (and contact info) associated with your major and online students seeking advisement you can find those resources at https://nau.edu/Provost/VPAA/University-Advising/Undergraduate-Advisors/

8. Submit Your Course Schedule for VA Benefits

Once you have completed your VA education benefits and enrolled in classes, you will need to “submit your course schedule for VA benefits”. This will initiate your VA Enrollment Certification for your monetary benefits and can be completed on your LOUIE account. Visit: https://www.peoplesoft.nau.edu
IMPORTANT: You must submit your course schedule for VA benefits EVERY SEMESTER, and resubmit the form if you make any changes i.e. add/drop classes. If you do not submit your course schedule through your LOUIE account, the VA will not be informed of your enrollment into school. NO CERTIFICATION = NO MONEY.

- **Dropping a class:** If you drop a class after the add/drop date, you must send an email to vets@nau.edu with the name of the class(es) you are dropping and the reason. There may be financial implications associated with dropping class(es) after the add/drop date. Please feel free to contact the VSC for guidance in this process.

  **Personalized Learning (PL):** This program is currently NOT covered by VA Educational Benefits. The PL program is a self-paced blend of traditional academic learning and real work experience, designed for a less traditional more dynamic learning environment for students with the personal drive and time management skills capable of making efficient use of this unique opportunity.

### 9. Residency/Tuition Rate:

- If you are deemed an out-of-state resident or a WUE student, there are a few options you may be eligible for to obtain the in-state tuition rate. **Entirely online students do not need to fill out In-State tuition/Yellow Ribbon Forms.** *Remember the VA only pays the in-state portion of your tuition.* Please immediately visit [www.nau.edu/vets](http://www.nau.edu/vets) to complete the “In-State Tuition/Yellow Ribbon Form:
  - If you did not live in the state of Arizona prior to physically attending school, you will need to fill out this form once you have moved to Flagstaff and are able to show proof that you live in the state.
  - Ch. 35 DEA benefit recipients are not eligible for the military in-state tuition programs.
You must submit your residency form BEFORE the Add/Drop Date of your first term!

10. Vet Pay Plans:

- If you are using Transferred Ch. 33 Post 9/11 GI Bill® benefits, the VA pays the school directly; therefore, NAU will automatically add you to a FREE “Vet Pay Plan” for the tuition and fees portion of your balance AFTER we get your class certification request. * The BAH and Book stipend are paid directly to your account for which you set up with www.va.gov. The Meal Plan and Housing charges on your account will need to be paid by you to the school and will not be put on a “Vet Pay Plan”.

- If you are using Ch. 35 benefits, the VA pays a monthly stipend directly to your account for which you set up with www.va.gov. NAU offers a free “Vet Pay Plan” for Ch 35 recipients as well, by Request only. To request this pay plan, you will need to email vets@nau.edu. Upon receipt of your email request, we will provide instructions how to opt into this free pay plan.

11. Financial Aid

We encourage all students to complete the Free Application for Student Aid (FAFSA), found online at fafsa.ed.gov. FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants. Make sure to report any veteran/military benefits you will be receiving.

12. Get Connected

Meet via video chat in the Virtual VSC Room!

Follow the Veteran Success Center on