

New Masters and Doctoral Student Veteran & Active-Duty Checklist

Flagstaff, Online, and Statewide locations

Congratulations on your acceptance to a Graduate Program at Northern Arizona University (NAU)! Please use the following checklist to help guide you in your transition to NAU.

Your NAU Veteran Success Center (VSC)

- The VSC is your one-stop-shop for transitioning to NAU, VA and Military Benefits, on-campus and off-campus resources, academic resources, and more. The VSC provides computers with free black and white printing, faxing, and a lounge for all military-connected students as well as virtual services for Online and Statewide Students.
- We are open **8:00am – 5:00pm** Monday thru Friday in the **NAU Student Union / Field House (Bldg. 30), Room 138**.
- Reach us by phone at **928-523-8387**, send an email to vets@nau.edu, or join us online via our [VirtualVSC ZOOM Room!](#)
- If you have any questions during your transition or 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

You will receive an email from your designated program or department with an offer of program admission, as well as instructions on how to move forward to accept your offer of acceptance.

2. Apply to Receive Benefits

- **VA BENEFITS:** Apply through the [Veteran Affairs website](#) directly to get your Certificate of Eligibility (COE).
- **DODTA:** Learn more about the Department of Defense Tuition Assistance (DODTA) program by contacting your duty station Education Support office (ESO) and/or visit the DoD Website [here](#).

NOTE: NAU administers the following Education Benefits:

- **Chapter 33 - Post-9/11 GI Bill®** – At least 90 aggregate days of active service after September 10, 2001 or were discharged with a service-connected disability after serving at least 30 consecutive days after that date. Student will need to complete VA Form 22-1990. If you are transferring from another School, use VA Form 22-1995 (Request for Change of Program or Place of Training).
- **Chapter 30 - Montgomery GI Bill® – Active Duty** – There is various eligibility criteria for this program and a minimum service obligation.
- **Chapter 31 - Vocational Rehabilitation and Employment (VR&E)** – Have received a discharge that is other than dishonorable and have a service-connected disability rating of at least 10% from VA. Apply for VR&E services.

Please return to the nau.edu/vets website to view the VR&E New Student Checklist.

- **Chapter 1606 - Montgomery GI Bill-Selected Reserve (MGIB-SR)** – The VA does not have authority under the law to make or reverse eligibility determinations. Your Guard or Reserve component makes decisions regarding your eligibility for this benefit.

Please return to the nau.edu/vets website to view the National Guard/Reservist New Student Checklist.

- **DODTA** - NAU also administers the DODTA for Eligible Active Duty Military. NAU offers a \$250/credit hour rate for DODTA eligible active duty. For additional assistance in submitting those forms, please visit <https://in.nau.edu/veteran-and-military-services/dodta-checklist/>.

Please return to the nau.edu/vets website to view the DODTA New Student Checklist.

***Personalized Learning is not eligible for VA benefits or DODTA currently.**

- **Chapter 35 – Dependent Educational Assistance Program (DEA)** – Survivors’ and Dependents’ Educational Assistance Program applicants should use the VA form 22-5490. If you have used Chapter 35 benefits at another university and are transferring to NAU, please fill out VA form 22-5495, which can be found on <https://vabenefits.vba.va.gov>.

Please return to the nau.edu/vets website to view the Dependent/Spouse New Student Checklist.

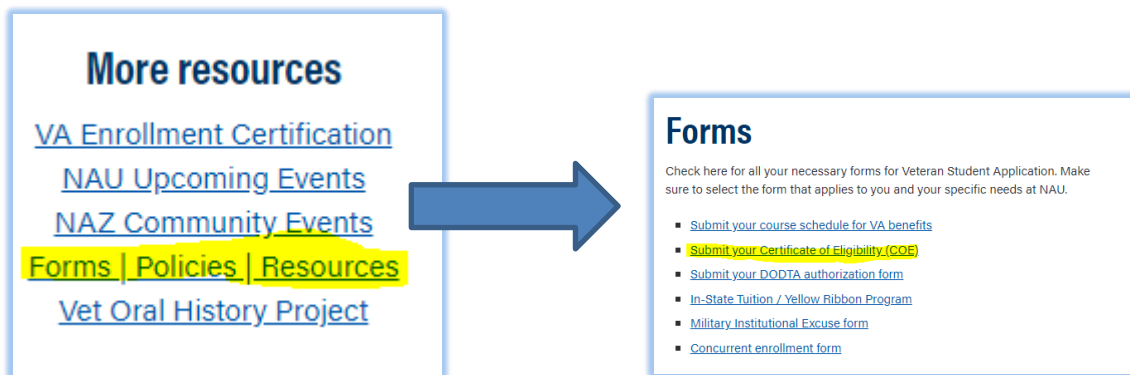
- **Marine Gunnery Sergeant John David Fry Scholarship** – The Marine Gunnery Sergeant John David Fry Scholarship provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after Sept. 10, 2001.

Please return to the nau.edu/vets website to view the Dependent/Spouse New Student Checklist.

3. Certificate of Eligibility (COE)

- 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 with the VA. Once you receive this form, visit 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>



NOTE: It could take up to 2 months to receive your COE from the VA. The COE is sent directly to you and not to NAU. You do NOT have to wait for your COE to continue through the remaining steps on this list. Please continue.

4. BEFORE YOUR 1st TERM BEGINS - Register for the following New Student Orientation Components

Orientation provides you with connections, tools and important information that will help you succeed during your entire academic career [NAU orientation website](http://www.nau.edu/orientation).

- 1) **Department Orientations:** Your Graduate program will offer a targeted college new student orientation. Program orientations for graduate programs are not offered by the VSC or NAU at the “Flagstaff Student Veteran Orientation” (see below). Contact your designated Grad College for information.
- 2) **Flagstaff Student Veteran Orientation – Optional for Graduate students:** Attend the In-Person 1

day Student Veteran Orientation – Friday, August 26th, 2022. The Veteran Orientation takes the place of the Freshman or Transfer Orientation. Meals are included.

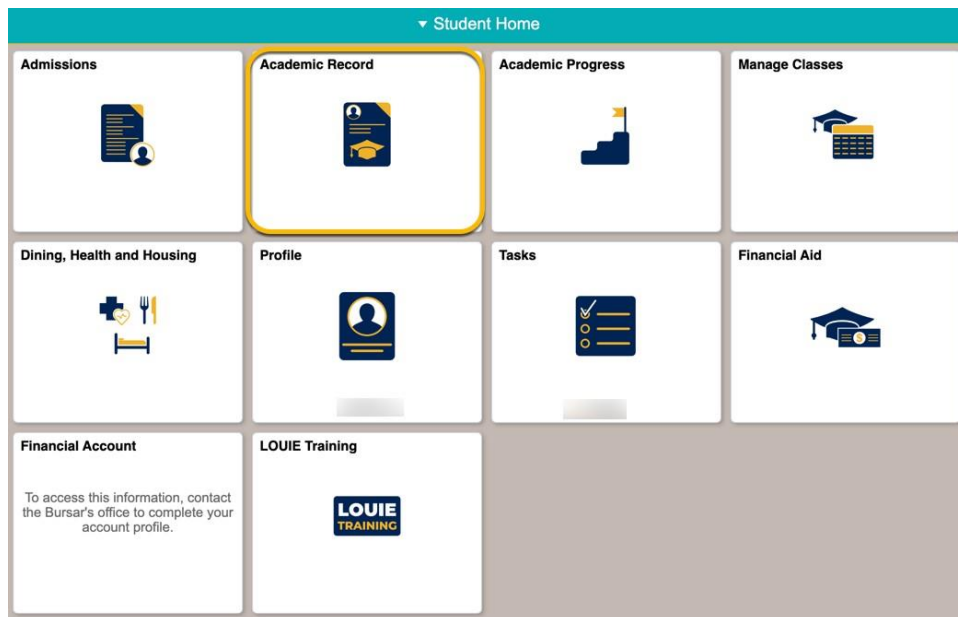
- This orientation is focused on undergraduate programs; however, there is valuable information about NAU, the community, and facilitating your educational benefits through the VSC shared at this orientation! Contact the VSC at vets@nau.edu or call us at **928-523-8387** if you would like to attend.
- 3) **Online Orientation Modules:** View the Online Orientation Modules before the first day of class. The online portion of the orientation experience should take 2 hours or less to complete and will provide you with overall resources and tools for success to use during your academic career. We have added important information specifically for military-connect students. [Start your online orientation modules here.](#)
 - 4) **Benefit Recipient ZOOM info session:** If you are using the GI Bill®, Veteran Readiness and Employment (VR&E), or DODTA education benefits, you are offered attendance to the 1-hour VMS education benefit info session. This session is presented virtually via ZOOM approximately 6 weeks prior to the start of the Fall term for optimal timing of funding. Each college/university administers GI benefits differently. [Register for the 1 hour zoom sessions!](#)
 - 5) **Pre-Term Veteran Excursion offer:** This term, we will offer a 2 night, 3 day river rafting trip. This is a coveted trip. Register [here](#) to be added to the lottery. Your chances are high but not guaranteed.

5. Submit Your Course Schedule for VA benefits:

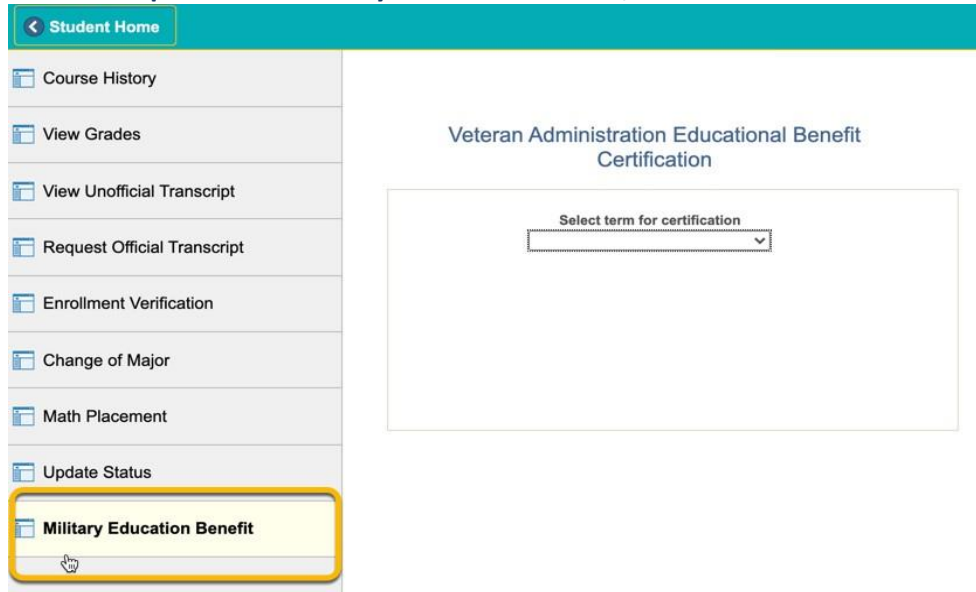
- Once you have completed your VA education benefits and enrolled in classes, you will need to “submit your course schedule for VA benefits”. This will initiate your VA Enrollment Certification for your monetary benefits and can be completed on your LOUIE account.

Visit: <https://www.peoplesoft.nau.edu>

Step 1: Louie Main Menu, Select Academic Record



Step 2: Select Military Education Benefit, Then Select Term



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.**

DODTA users:

- NAU is proud to offer a tuition rate of \$250 per credit hour for all DODTA eligible undergraduate and graduate students! [Submit your DODTA Authorization Form.](#)
- SESSION B courses only: You have the option to opt into a free payment plan if needed to avoid late fees. This typically only applies to students enrolled in a course that does not begin until after the tuition due date e.g. a second 8-week course (Session B). Student can do this by completing the following:
 - You must pay all class fees associated with the term in question.
 - You must send an email request to us before the tuition due date requesting the free TA pay plan.
 - You must also show that you are eligible for TA; this could simply be that you sent in a TA authorization for the first 8 week session (Session A) or you may show a screen shot showing your TA eligibility.
 - Once the fees are paid in full and TA eligibility is verified, our office will defer your tuition due date. **NOTE:** Tuition for session B will then be due 2 weeks prior to the first day of class which will allow time to send in your TA authorization.
- If you are using **Ch. 33 Post 9/11 benefits**, the VA pays Tuition and Fees directly to NAU. NAU will defer your due date for the tuition and mandatory fees portion of your balance AFTER you certify your classes. Your BAH and book stipend is paid directly to your bank account which you set up when you applied for benefits. You will need to pay NAU directly for any fees outside of tuition/mandatory fees such as meal plans, housing charges, transportation fee, etc. which will not be put on the Vet Pay Plan.
- **If you are using Ch. 30, Ch. 1606 or Ch. 35 benefits, the VA ONLY pays a monthly stipend directly to you through your bank account which you set up online.** NAU offers a free “Vet Pay Plan” by request only. To request this pay plan, you will need to email vets@nau.edu after you submit your courses for VA benefits.

- The Vet Pay Plan is a deferment that postpones payment of your associated tuition and certain fees until the NAU VA Certifying Official bills the Department of Veteran Affairs.

Dropping a course: 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.

6. 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. Remember the VA only pays the in-state portion of your tuition. As soon as you are physically living in Arizona, and enrolled in courses, please visit <https://in.nau.edu/veteran-and-military-services/yellow-ribbon/> to complete the “In-State Tuition/ Yellow Ribbon Form.”
- **Fully Online Students:** The online tuition rate is the same as the in-state tuition and there is no work to be required from this section regarding Residency.
- **DODTA Rate:** The DODTA rate of \$250 per credit is a one rate applied for in-state or out of state students.
IMPORTANT: You must submit your residency form by the Add/Drop date of the term.

7. Transcripts

You most likely have already submitted transcripts as part of the requirements of your NAU Admissions application; however, please ensure you have submitted all your transcripts.

- Military Transcripts: Visit <https://jst.doded.mil/official.html> for information about obtaining your military transcripts or <http://www.airuniversity.af.mil/Barnes/CCAF/> for information about obtaining transcripts from the Community College of the Air Force (CCAF).
- Other Transcripts: Request an official copy of transcripts for high school (if applicable), colleges and/or universities you were enrolled in prior to your application to NAU. Be sure that final grades are posted and graduation dates are indicated, if applicable.

Request transcript(s) be sent to:
Office of Undergraduate
Admissions and Orientation NAU
Box 4084
Flagstaff, AZ 86011-4084

Get Connected

- Connect with a seasoned student veteran to show you the ropes through the Vet Jack Program. Email us at vets@nau.edu and we can get you connected with veteran student mentor based on your academic field of interest.
- Join the **NAU Chapter of the Student Veterans of America (SVA)**. Please sign up through [True Blue Connects](#) to become a member of the NAU SVA. This is a registered student organization on campus to support and promote the veteran perspective on campus. You will receive emails highlighting our monthly social and university events. You can also find us on [Facebook](#).

- Learn about other organization/clubs on campus on [TRUE BLUE connects](#)
- **Northern Arizona TRIO Veterans Upward Bound (VUB):** This program is designed to help eligible veterans gain a jumpstart in their academic careers. Refresh your academic skills with individualized instruction. Learn time management, financial literacy, and study strategies.
Phone: 928-717-7686 | FAX: 928-776-2083 | Email: vub@yc.edu <<mailto:vub@yc.edu>> | Website: <https://www.yc.edu/vub>
- The W.A. Franke College Veteran Student Center: Dedicated to serving military affiliated students within the School of Business (FCB) as well as Hotel and Restaurant Management (HRM). FCB (Bldg. 81).
- Check out the following [link](#) anytime for other helpful resources during your NAU academic endeavor.

Get Connected with the Veteran and Military Services Staff

Meet via video chat in the [Virtual VSC Room!](#) Follow the Veteran Success Center on