

New Student Dependent/Spouse 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 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 through Friday in the 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 [Virtual VSC 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!

Benefits

Chapter 33, Post 9/11 GI Bill: The Post 9-11 GI Bill offers higher education and training benefits to veterans, service members, and their families who after Sept. 10, 2001.

Chapter 35, Dependent Education Assistance (DEA): Dependents spouses or children- or surviving spouse or children- of a Veteran can receive higher education and training assistance.

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.

Steps to Complete

1.) Accept your Offer

- Log into nau.edu/acceptmyoffer using your NAU User-Id and Password
- The Enrollment Deposit Fee is required for all students. The Enrollment Deposit Fee holds your spot at NAU and gives you access to the Priority Enrollment Form. This deposit is non-refundable. For more information, please visit: nau.edu/admission/freshman-next-steps/
- DEFERRED Enrollment Deposit Option: For Chapter 33 Post 9/11 GI Bill, we can defer the required \$250 portion of the \$350 NAU Enrollment Deposit Fee.
- **IMPORTANT:** The \$100 housing deposit is not paid or deferred by NAU's Veteran and Military Services. This is a separate deposit only for those requesting on-campus housing. If you are seeking priority on-campus housing, you must visit 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.) Complete Priority Enrollment

- Submitting this form is the quickest way to meet with an academic advisor and to get your course schedule. The sooner you get your course schedule the sooner you can start using your benefits. *If you are a Graduate student, please contact your designated graduate college for an advising appointment, and if you are unable to, please contact advising.support@nau.edu.

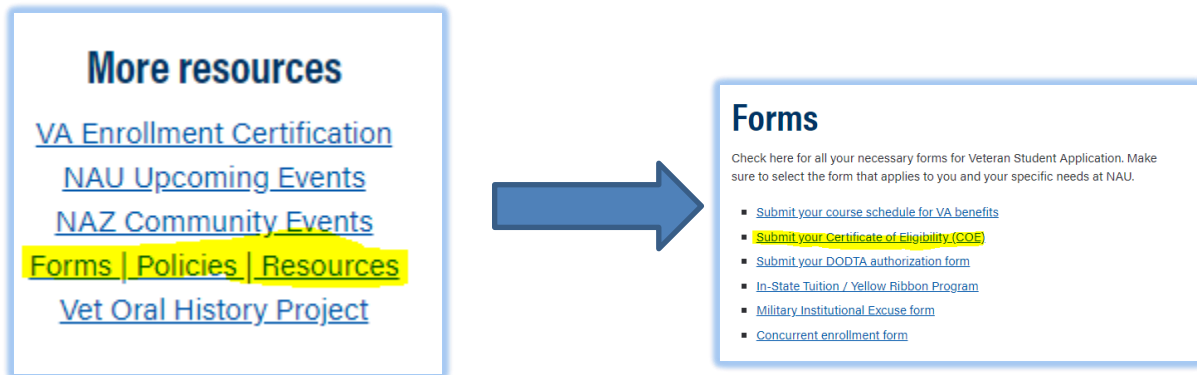
3.) Initiating or transferring the VA Education Benefits from your Sponsor

- Apply through va.gov/education/how-to-apply/ to get your Certificate of Eligibility (COE).
 - **Chapter 33 Post 9/11 & Fry Scholarship:** Student or student's sponsor will need 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). These are submitted to the VA directly and not to be submitted to the VSC.
 - **Chapter 35 DEA:** Students using 35 should use [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](#). These are submitted to the VA directly and not to be submitted to the VSC.

4.) 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 nau.edu/vets to submit your COE. If you are having any issues please contact our office.

[Submit COE Form Here](#)



NOTE: It could take up to 90 days 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.

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

- **Benefit Recipient/Dependents ZOOM info session:** If you are using 33, 35, FRY 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 term for optimal timing of funding. Each college/university administers military benefits differently; these info sessions are key to understanding the requirements at NAU to initiate your benefits. Register for the 1 hour zoom sessions!

[Virtual Benefit Information Zoom Session Registration *Families Welcome!](#)

- As a military-connected family member, you still need to complete the New-Student Orientation steps through the Office of Undergraduate Admissions. There are separate orientation requirements based on your campus as well as your status as a new or transfer student. Please visit the [Admissions Orientation Website](#) for more information.
- **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-connected students. Start your online orientation modules [here](#).

6.) Next Steps to Enrollment

- A great deal goes into preparing for your arrival to NAU. Please go to 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.

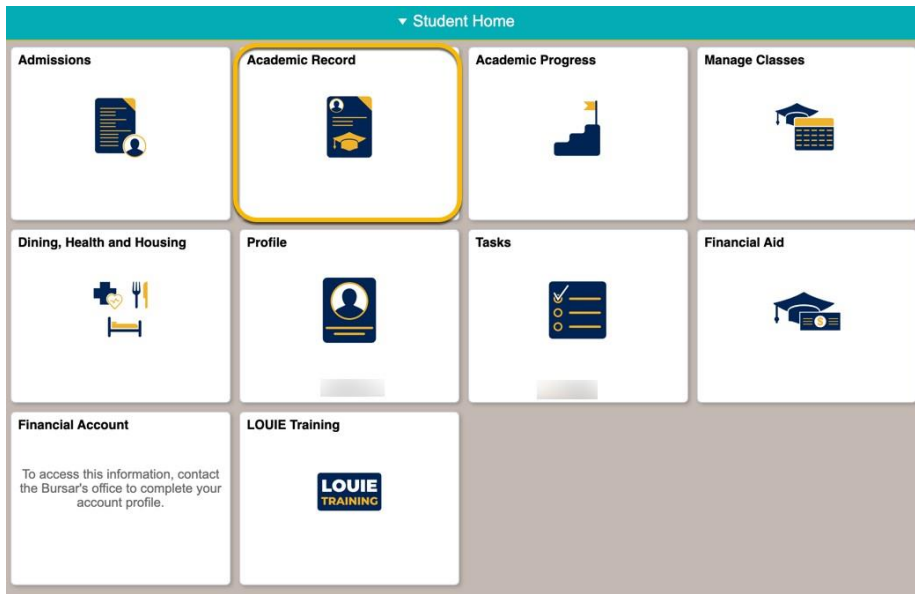
7.) Academic Advising

- For help setting up an academic advising appointment or help addressing academic holds on your account proceed to nau.edu/Gateway/advising/Appointment/.
- For a list of advisors (and contact info) associated with your major and online students seeking advisement, you can find those resources at nau.edu/Provost/VPAA/University-Advising/Undergraduate-Advisors/.
- Graduate students will need to contact their college of study to get their advisor assigned and to meet with their advisors.
- **In order to use your military benefits, you must be enrolled in classes.**

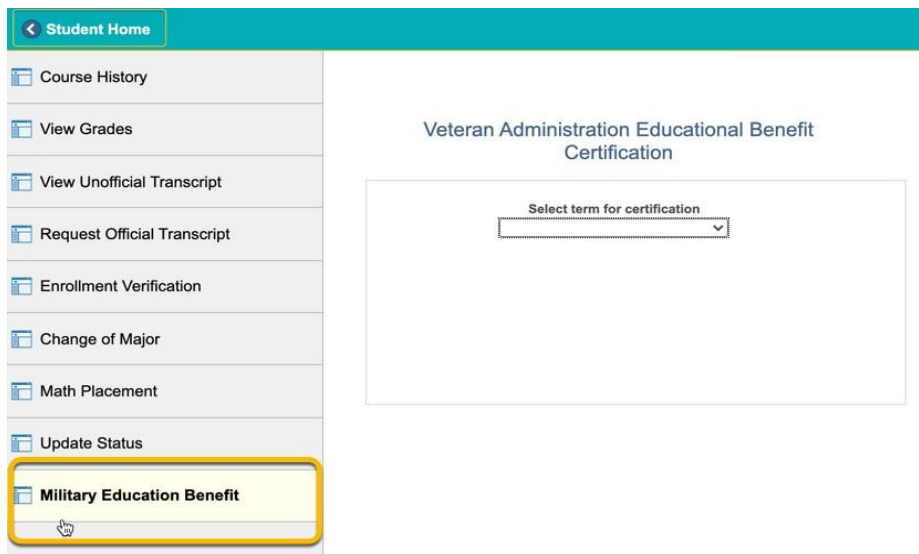
8.) Submit Your Course Schedule for VA Benefits.

Once you have completed your VA education benefits eligibility and enrolled in classes, submit your course for certification through your NAU student center (LOUIE). In order to initiate and administer your military benefits, **THIS STEP IS REQUIRED EVERY SEMESTER**. This process provides NAU verified permission to submit your request for said benefits and ensures that courses you are taking are part of your degree progression plan as it is a Federal Requirement. Visit your [LOUIE Student Portal!](#)

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 and 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 NOT currently 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, one of which is the Yellow Ribbon Program. **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 visit [Forms | Veteran And Military Services \(nau.edu\)](https://nau.edu/forms/veteran-and-military-services) to complete the In-state Tuition/Yellow Ribbon Form as soon as you arrive to Arizona:
- 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 Arizona and are able to show proof that you live in the state. *The VSC has specific requirements for proof of residency: For bills/bank statements- it must contain your name, the AZ address, and an official header. For leases- It must contain your name, the address, your signature and the leasing/manager's signature. **NAU on-campus housing agreements are not accepted as proof of residency.**
- To be eligible for the In-state Tuition change or the Yellow Ribbon Scholarship, you must complete the Citizenship Form (Prop 300). Find out more [here](#).

You must submit your residency form BEFORE the Add/Drop date of the term!

Fully Online students are charged one rate of tuition not based on residency status and need not apply for in-state tuition rate.

10.) Free Pay plans

- If you are using CH 35 (DEA) VA Benefits, the VA pays a monthly stipend directly to your account for which you set up with va.gov. NAU offers a free “Vet Pay Plan” for CH 35 recipients **by Request Only**. To request this pay plan, you will need to email vets@nau.edu. Upon receiving your email request, we will provide instructions how to opt into this free pay plan.
- Ch. 33 Post 9/11 & Fry Scholarship students will be added to this pay-plan automatically after students submit their classes each term.

11.) Financial Aid

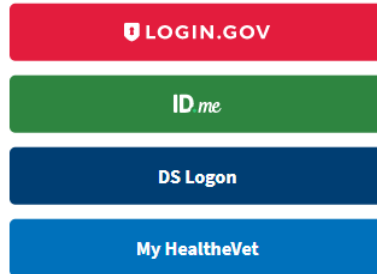
- All students should complete the [Free Application for Student Aid \(FAFSA\)](#). FAFSA determines your eligibility for Federal Student Loans as well as state/federal grants (grants = money you do not pay back), and is a requirement for many scholarships.
- FAFSA opens October 1st every year. You will need to re-apply to FAFSA every October and the sooner you complete it, the better in terms of funding availability.

*We suggest marking your calendars as a reminder to do this each October!

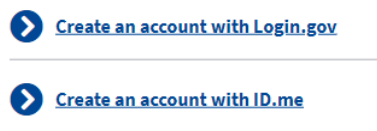
12.) E-benefits

We recommend that you sign up with [Veterans Benefits Administration](#) to utilize their online tools to access your benefits. There are several ways to sign up:

Sign in



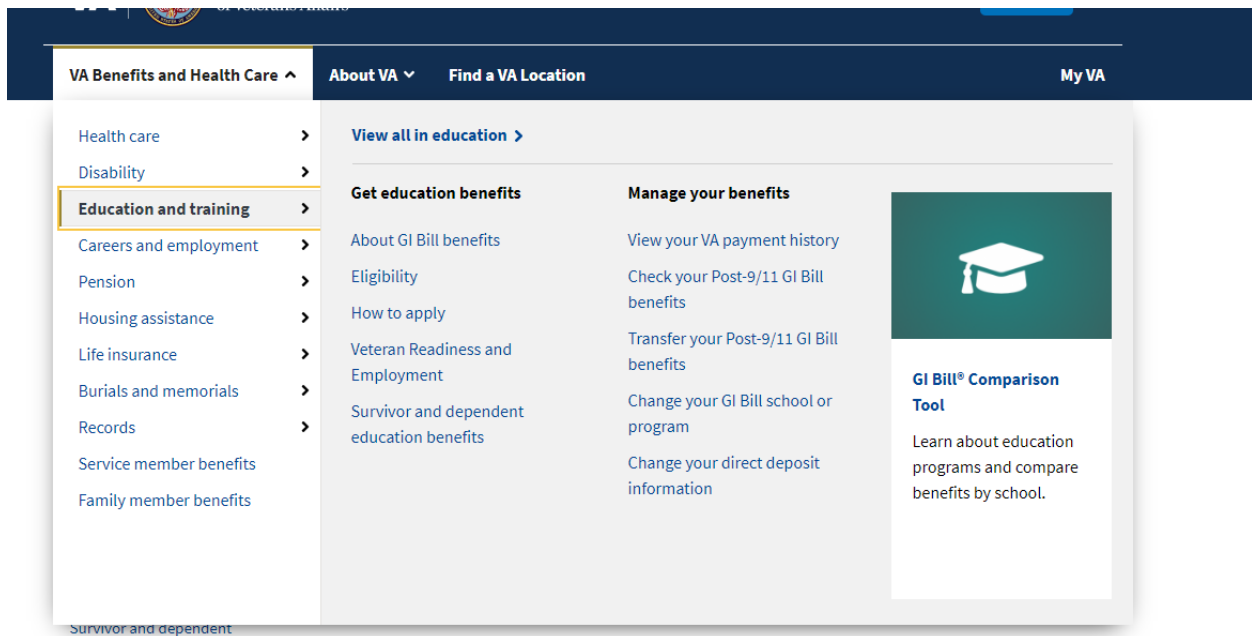
Or create an account



If you have previously signed up, you do not need to make another account.



Once you've signed up/logged in, click on the VA Benefits and Health Care Tab, Select Education and training.



From there, you have the ability to apply, check your eligibility, view your payments, and more!

Get Connected

- 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](#). Dependents, spouses, and active duty welcome!
- Learn about other organization/clubs on campus on [True Blue Connects](#).
- 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!](#)

