



Military and Veterans Admission Checklist

Military and Veterans Affairs Contacts

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- ★ Complete Western Michigan University's online application at www.wmich.edu/apply. Please ensure that after you complete the online application (include application fee) to submit a copy of official transcripts from all other institutions attended to WMU. If you served in the USAF, you must submit a copy of your CCAF transcript. For more specific details regarding admissions, please visit www.wmich.edu/admissions.
- ★ Turn in your DD214 and relevant military transcripts to Brenda Hamlyn.
 - How to receive your DD214: You can obtain a certified copy from your local County Records Office or the Commission Office, if you previously had it recorded. If not, to obtain a copy of your military record, you can make an electronic request at www.archives.gov/veterans/military-service-records/.
- ★ To have your military training considered for WMU credit, please submit a Joint Services Transcript, available at <https://jst.doded.mil>.
- ★ Apply for Benefits.
 - Complete the application for VA Education Benefits (VONAPP) online at www.gibill.va.gov. When the application process is complete, the VA will issue a Certificate of Eligibility (COE). Please submit a copy of your COE to Brenda Hamlyn.
 - If you have questions about applying for your benefits, please contact Brent Haddow.
- ★ Submit WMU Veterans' Certification form.
 - To receive GI Bill benefits, students, along with your DD214 need to submit the WMU Veterans' Certification form to Brenda Hamlyn. Please visit www.wmich.edu/registrar/students/veterans/forms/ to receive a copy of the WMU Veterans' Certification form.
- ★ Complete the free application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
 - WMU School Code: 002330
 - If you have questions, please visit the Financial Aid office located on the second floor of the Faunce Student Services Building, also called "The Bird-cage". For more information, please visit www.wmich.edu/finaid/.
 - For immediate service regarding financial aid, please visit Bronco Express located in the lower level of the Bernhard Center www.wmich.edu/broncoexpress/.
- ★ Complete Placement Testing.
 - Please speak with your academic advisor about placement into Math, English, and Writing.
 - For more information, please visit the Center for Academic Success Programs intellectual development website at www.wmich.edu/placement.
- ★ Attend Orientation. For orientation dates and more information, please visit the links provided.
 - For the Military and Veteran Student Orientation, please visit www.wmich.edu/military/events.
 - For new students, please visit www.wmich.edu/fye/orientation.
 - For transfer students, please visit www.wmich.edu/admissions/transfer/admitted.
- ★ Sign up for classes. Visit the academic advising site at www.wmich.edu/admissions/freshmen-advising.
 - You may also visit Exploratory Advising which is designed for students choosing to further explore degree options before declaring a major at <http://www.wmich.edu/exploratoryadvising>.
 - If you are undecided about your desired career path, please visit our career services department at www.wmich.edu/career.
- ★ Submit all documentation.
 - If you have not done so already, please submit a copy of your COE from the VA to Brenda Hamlyn.
 - If you have questions regarding the Student Verification of Enrollment, please contact Brent Haddow or Brenda Hamlyn.
- ★ Become familiar with our website at www.wmich.edu/military and connect with Military Advocate Billy Clayton.