



WESTERN MICHIGAN UNIVERSITY

Office of Military and Veterans Affairs
Western Michigan University
1260 Ellsworth Hall
military-affairs@wmich.edu
www.wmich.edu/military



Military and Veterans Admission Checklist

Military and Veterans Affairs Contacts

Joyce Busch

Director
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Brenda Hamlyn

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Billy Clayton

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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 Birdcage". For more information, please visit <http://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/casp/isdp/index.html
- ★ 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/transfer/services/
- ★ Sign-up for classes. Visit the academic advising site at www.wmich.edu/parents/resources/academic-advising.html
-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/unv/>
-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 the WMU Office of Military and Veterans Affairs website at www.wmich.edu/military and connect with the Director of Military and Veterans Affairs.