



Office of Veteran and Military
Programs and Services

Veteran Enrollment Checklist

- **CONTACT THE OFFICE OF VETERAN AND MILITARY PROGRAMS AND SERVICES** For any assistance with on-campus, academic or life issues, visit the Office for Veteran and Military Programs and Services at 14 Lafayette Street New Brunswick , NJ 08901
- **APPLY FOR ADMISSION:** Apply online at <https://veterans.rutgers.edu>. Be sure to declare yourself as a military veteran, active service member, reservist or National Guardsman, or military dependent in order for us to best assist you.
- **SUBMIT MILITARY AND OTHER TRANSCRIPTS:** Submit official transcripts of any previous college-level and military courses to the Admissions Office for credit evaluation. This is a VA requirement if you are going to use VA Educational benefits.

Links to order military transcripts are:

For all services **except** for the Air Force:

<https://jst.dod.mil/>

For Air Force **only** transcripts:

www.au.af.mil/au/ccaf/transcripts.asp

- **APPLY FOR VA BENEFITS:** Apply online at www.gibill.va.gov or eBenefits.va.gov and click on *Apply for Benefits*. Both will take you to **Vonapp** (vabenefits.vab.va.gov). Follow the instructions on the web page. Choose from the following forms:
 - **22-1990:** If you have served in the military and are applying for education benefits for the first time.
 - **22-1990E:** If you are a dependent using a spouse's or parent's Post 9/11 GI Bill benefits.
 - **22-1995:** If you are a veteran who has attended another college or technical school using VA benefits.
 - **22-5490:** If you are a dependent (spouse or child) of a deceased or 100% disabled veteran and applying for education benefits for the first time.
 - **22-5495:** If you are a dependent who is changing schools.

IMPORTANT: Your **Certificate of Eligibility** (COE) and most recent **DD-214** copy 4 (if applicable) must be submitted to **MyVet Cert** at: <https://grad.admissions.rutgers.edu/VeteranCert/> in order to receive VA Education benefits. Students applying for VA Education benefits for the first time may submit a printed application for benefits or a confirmation number that benefits have been applied for in lieu of a Certificate of Eligibility. (This application may be used for your first semester, however you must provide the COE before enrolling for any subsequent semesters).

If you will be using **Montgomery GI Bill-Selected Reserves** benefits, you must present a **NOBE** (Notice of Basic Eligibility). Your NOBE is supplied to you by your unit commander or Education Services Officer.

If you will be using the **New Jersey National Guard Tuition Waiver** program, please be aware that this program only covers tuition costs. You will need complete your fasfa and upload a copy of your Commanders Certificate of Eligibility form to **MyVet Cert** at: <https://grad.admissions.rutgers.edu/VeteranCert/> . Any fees are the responsibility of the student and must be paid in accordance with Rutgers University policy.

If you will be using **Tuition Assistance** you will need the appropriate form provided by your unit Education Services Officer.

IT IS MANDATORY THAT YOU FILE CURRENT FORMS WITH THE VETERANS SERVICES CENTER EACH SEMESTER AT THE TIME YOU REGISTER FOR CLASSES. FAILURE TO DO SO MAY DELAY PAYMENTS AND YOU MAY BE DROPPED FROM YOUR REGISTERED CLASSES FOR NON-PAYMENT!

- **APPLY FOR FINANCIAL AID:** Apply for Financial aid at: www.fasfa.ed.gov.
- **SUBMIT IMMUNIZATION RECORDS:** New Jersey state law requires all college students enrolled in 12 or more credits to prove immunity to: Measles, Mumps, Rubella and Hepatitis B. Submit your immunization records to the Office of Health Services. There are several locations through out the campus area. Failure to comply with this state requirement will prevent you from registering full time for your second and subsequent semester.
More information can be found at: <https://health.rutgers.edu>
- **TAKE OUR PLACEMENT TEST:** The ACCUPLACER test evaluates your reading, writing and mathematic skills. Unless you are a transfer student with specific course completion, you must take the placement test.
More information and practice material can be found here: oirap.rutgers.edu/testplace.html
- **ATTEND NEW STUDENT ORIENTATION (NSO):** All first time, full time and part time students should attend NSO. Transfer students can go directly to be advised and to register for classes. Students receiving financial aid or Federal Tuition Assistance must be in an approved degree program. **Students receiving VA benefits are not allowed to have an undeclared major going in to their junior year.** More information can be found at: nso.rutgers.edu
- **REGISTER FOR CLASSES:** Register as early as possible to minimize delays with your benefits. Remember in order to be certified for VA benefits, all courses you take must meet one of your degree requirements. **Complete and submit your Certification Request Form online at: <https://myvetcert.rutgers.edu>. If you wish to use benefits.** Do not wait as delays can affect you receiving benefits.
- **REQUEST TUITION ASSISTANCE:** If you will be utilizing Military Tuition Assistance you need to submit your request to your respective military education services office (GoArmyEd, Marine ESO, etc.) for approval once you've registered for classes. Your TA Authorization form (issued by your ESO) should be submitted to Veterans Services Center by the first day of classes in order to avoid being dropped from classes. Per DoD and VA regulation, students can no longer utilize TA and MGIB-SR/ to pay for the same courses. Please see the Center for Veterans Services each semester that you wish to use benefits.
- **PAY YOUR TUITION:** Students not receiving 100% tuition assistance through VA/DoD must make tuition payments by Rutgers University deadlines or your courses may be dropped. Payment options and information can be found at: www.studentabc.rutgers.edu/faq
- **BUY YOUR BOOKS:** Purchase your books and supplies early. Only students who use the Post 9/11 GI Bill will receive a yearly stipend directly from VA for books. It is recommended that Post 9/11 students do not wait to receive payment from VA prior to purchasing textbooks.

MILITARY-AFFILIATED STUDENTS FIRST POINT OF CONTACT

The Office of Veteran and Military Programs and Services Main Line: 848-932-8387

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