

NEW STUDENT DEPENDENT TRANSITION CHECKLIST

Congratulations on your admission to Northern Arizona University (NAU). Please use the following checklist to help guide you in your transition to NAU.

Steps to Complete:

- ☐ **Accept your offer** to NAU by paying your enrollment deposit. Log into nau.edu/acceptmyoffer using your NAU User-ID and Password.

- ☐ **Initiate the VA Education Benefit Process** -- Apply through [VONAPP](#) to get your Certificate of Eligibility (COE)
 - **Chapter 33 (Post 9/11)** - GI Bill, ensure the military member has transferred benefits. Student will need to complete form 22-1990 (E) - [First-time Dependents requesting Post-9/11 Chapter 33benefits](#). *See attachment #1 for process details*
 - **Chapter 35 DEA** – First time Survivor and Dependent Educational Assistance Program (DEA) applicants should use the VA form [22-5490](#). If you have used Chapter 35 benefits at another university and are transferring to Northern Arizona University, please fill out VA form [22-5495](#), which can be found on vabenefits.vba.va.gov

- ☐ **Next Steps to Enrollment.** A great deal goes into preparing for your arrival to Northern Arizona University. Please go to <http://nau.edu/admissions/after-you-apply/enrollment-checklist/> and follow the steps to enrollment. Then be sure to come back to this checklist to get timely information on using your VA Educational Benefits and Residency.

- ☐ **COE – Certificate of Eligibility.** We will need a copy of your Certificate of Eligibility (COE) for our records and in some cases for Residency. Don't forget that you must have listed NAU as your school of choice. Once you receive this form, please hand deliver or email us a copy. Email: Veteran.Center@nau.edu.

NOTE: It could take up to 2 months 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.

- ☐ **Enroll in Classes** – In order to initiate your GI Bill funding, you must be enrolled in classes. This process will get you connected with an academic advisor who will enroll you in your first term at NAU.

- ☐ **Certify Your Classes for Funding Entitlement** – To initiate your educational benefits AND your housing/book stipend (if applicable), you must “CERTIFY” your classes for every term or any time you make a change in your schedule. Visit nau.edu/military-veteran-education/ to complete this task. NOTE: If you do not certify your classes every term or every time you make a change to your schedule, the VA will not be informed of your enrollment into school. No Certification=No money. *See attachment #2 for step-by-step instructions.*

- ☐ **Residency/Tuition Rate** – If you are an out of state resident, there are a few benefit options for which you may be eligible that would offset the out of state costs:

 1. **Yellow Ribbon:** Did your parent or spouse (aka Sponsor) transfer Chapter 33 Post 9/11 benefits to you? If yes, you may be eligible for the Yellow Ribbon program if you meet the following criteria:
 - a. You provide your COE stating they are using CH 33 at 100%.
 - b. You qualify for the WUE or WWU tuition rate
 - c. You do NOT qualify for the Choice Act.

 2. **Choice ACT of 2014: (NOT FOR SPONSORS ON ACTIVE DUTY)**
 If your sponsor service member was discharged from the military WITHIN the last 3 years, **AND** you have transferred POST 9/11 Chapter 33 GI BILL BENEFITS, **AND** you live in AZ at the time of enrollment. You may be eligible and should provide the following documents to the Veteran Success Center or via email veteran.center@nau.edu.
 - a. DD-214 from Sponsor
 - b. COE from student
 - c. One form of documentation that they are attending school in the state of Arizona (living in the state).

 3. **Parent is Active Duty:** If your sponsor is on active military duty and domiciled in Arizona, you can complete the MILITARY ACTIVE DUTY CHANGE OF RESIDENCY CLASSIFICATION FORM: http://nau.edu/uploadedFiles/Administrative/EMSA_Sites/SSC/_Forms/Spring-2017-Military_Petition.pdf

- ☐ **Vet Pay Plans:**

 1. If you are using Transferred Ch 33 Post 9/11 benefits, the VA pays the school directly; therefore, NAU will automatically add you to a FREE “Vet Pay Plan” for the tuition and fees portion of your balance AFTER we get your class certification request. * The BAH and Book stipend is paid directly to your account for which you set up with VONAPP; therefore, the Meal Plan and Housing charges on your account will need to be paid by you to the school and will not be put on a payment plan.

 2. If you are using Ch 35 benefits, the VA pays a monthly stipend directly to your account for which you set up with VONAPP. NAU offers a free “Vet Pay Plan” for Ch 35 recipients as well, but you MUST opt into this free payment plan. Once you certify your classes, you will get an email by 2 weeks prior to the start of the term providing you directions on how to opt into this payment plan via your LOUIE account.

- Financial Aid – We encourage all students to complete the Free Application for Student Aid (FAFSA), found online at fafsa.ed.gov. FAFSA determines your eligibility for low/no interest student loans as well as state/federal grants. Make sure to report any veteran/military benefits you will be receiving.

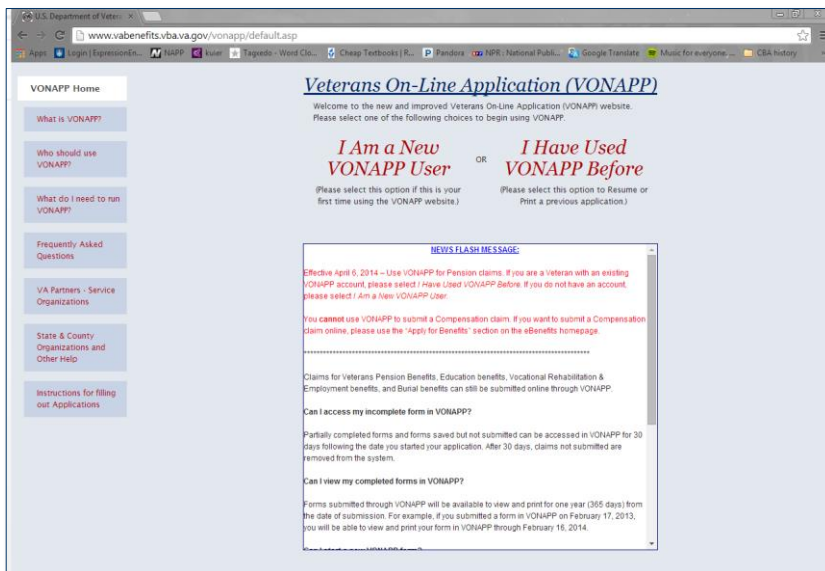
CONTACT AND RESOURCE GUIDE:

Military and Veteran Student Center, your one-stop-shop for answers and guidance:
Bldg. #30, NAU Field House, Room 1038 | website: nau.edu/military-veteran-education/
Email: Veteran.Center@nau.edu | Phone: 928-523-8387

ATTACHEMENTS:

VONAPP, Attachment #1

vabenefits.vba.va.gov/vonapp/default.asp

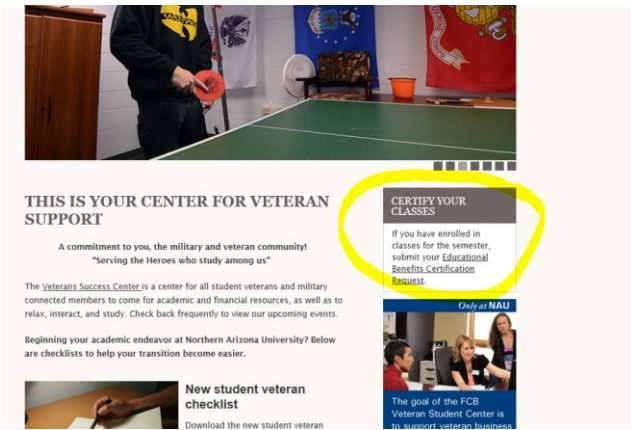


- Veterans/service members, use form 22-1990
- For dependents using post 9/11 GI bill, use form 22-1990e TOE
- For dependents using Chapter 35, use form 22-5490
- For dependents transferring from another institution, use form 22-5495

CERTIFY YOUR CLASSES, Attachment #2

Visit: nau.edu/military-veteran-education/

Make sure to go back to the certifying process EVERY time you add or drop a course and recertify ALL of your classes



1. Login using your User ID and Password (*your User ID is your initials and a number*):

2. Once you are logged in, you will see your name and information on the screen. Please continue by answering the questions by utilizing the drop down menu. Your VA File Number will populate no need to supply this number to us. You may simply mark the specific courses you would like us to certify