Application and Enrollment Checklist for Matriculated Students Using Veterans Education Benefits at the University of New England

1 Apply for Admission to UNE

___ Application: www.une.edu/admissions
(If you are looking to take the Online Health Pre-Requisites, please follow the "Guest" Student Checklist)

___ Submit JST (Joint Services Military Transcripts) to Admissions and UNEVeteranAffairs@une.edu

___ Submit DD-214 or Notice of Basic Eligibility (NOBE) to Admissions and UNEVeteranAffairs@une.edu

2 Apply for VA Educational Benefits

First Time applying for Educational Benefits:

___ Complete application at: www.va.gov/education/how-to-apply

OR

Previously Used VA Educational Benefits at another institution:

___ Complete VA Form 22-1995 or 22-5495: Change of Program or Place of Training https://www.va.gov/education/change-gi-bill-benefits/

___ Those using VR&E (CH 31 Veterans Readiness & Employment) should ensure their Counselor has the appropriate contact information for UNE in Tungsten.

Federal Military Tuition Assistance

___ FTA recipients should contact their respective Education Service Officer (ESO) to seek TA approval prior to registering for courses.

Approved TA Vouchers should be emailed to cmahan@une.edu and UNEVeteranAffairs@une.edu

Specific Military Branch guidelines can be found here: https://www.dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html

State Tuition Assistance is not available at the University of New England.

3 Complete the Free Application for Federal Student Aid (FAFSA)

The FAFSA determines your eligibility for all federal student aid programs and all need-based UNE funds and must be filed annually.

___ File here: https://studentaid.gov/h/apply-for-aid/fafsa

4 ALL STUDENTS Must Submit the Following Documents to Complete UNE's VA Education Benefits Certification Process

___ Complete online Certification Request Form **(each semester)**: https://www.une.edu/veteran-education-benefits

___ Upload Certificate of Eligibility (COE) or Proof of Benefits to Certification Request Form (or email it so UNEVeteranAffairs@une.edu)

5 ALL STUDENTS Must Do the Following

___ Notify School Certifying Official (SCO) of any Enrollment Changes (email changes to UNEVeteranAffairs@une.edu)

___ Notify School Certifying Official (SCO) of any decision to drop/withdraw from a course, courses, or the University (email changes to UNEVeteranAffairs@une.edu)

To ensure timely processing:
Complete all required documentation prior to the start of the semester. Timely submission and accuracy of information provided by you will impact the timeframe of processing your VA Certification for Education Benefits to the VA as well as the VA's ability to process said certification.

https://www.une.edu/veteran-education-benefits
UNEVeteransAffairs@une.edu

Notes: Steps 1 & 2 can be completed simultaneously; Step 3 is Optional