

Veteran Student Checklist

Date: _____

Name: _____ Phone: _____ ID M _____

New students can follow the steps below to apply for benefits, get admitted, take placement testing, attend orientation, and register for classes.

1. Apply for Benefit

I understand that to receive my benefit payments from Veterans' Affairs I need to:

- ☐ **New Student:** Apply for VA Education Benefit.

Go to <https://va.gov/education/>

Scroll down and choose "How to apply for education benefits."

Select "Apply for education benefits" (blue box) and answer the questions that appear.

Click "Apply Now" after answering the questions.

Click "Sign in to start your application" (Blue Box)

At this point you will have to create a LOGIN.GOV account to start the application.

If you have questions call the VA Regional Processing Office (Help Line) at 888-442-4551.

- ☐ **Tuition Assistance (TA)**

For information about your military branch's Tuition Assistance program, please talk to your Unit Education Office or POC to determine eligibility and ensure all requirements have been met. Your POC will be able to assist you in filling out the application for TA.

2. Admission to Missouri State University-West Plains

- ☐ **Apply for Admission**

Download application or apply online at wp.missouristate.edu/admissions/apply-now.htm

or call the Admissions Office at 417-255-7955.

- ☐ **Request Official High School or GED or HISET Transcript**

Transcripts must be sent from the awarding institution to the Admissions Office through the mail.

Address: Missouri State University-West Plains, Office of Admissions, 128 Garfield Avenue, West Plains, MO 65775

- ☐ **College(s) Transcripts**

Transcripts must be sent from the awarding institution to the Admissions Office through the mail.

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- ☐ **Military (JST) Transcripts**

Signed permission to order Military transcripts through JST.

3. Financial Aid

(Degree-seeking students are eligible to apply for financial aid.)

- ☐ **Apply for Federal and State Aid**

Apply by filling out the *Free Application for Federal Student Aid (FAFSA)* at <https://studentaid.gov/> as soon as possible for Pell Grant and Stafford Loans. Be sure to list Missouri State University-West Plains' school code (031060) on the application. The application process must be completed every academic year as early as possible. To be eligible for additional federal financial aid resources you need to file by March 31. However, for additional state aid the deadline is February 1.

- ☐ **Apply for Missouri State University-West Plains Scholarships**

A variety of scholarships are available through Missouri State University-West Plains. For more information go to wp.missouristate.edu/finaid/ or contact the Financial Aid Office for a copy of the *Scholarships and Financial Aid* handbook. Most scholarships have a March 1 application deadline for the upcoming academic year.

4. Military Documentation

The Veteran Services office needs your military documentation to certify your education claims.

- ☐ **DD214** (Member 4) Submit a copy to Veteran Services.
- ☐ **Certificate of Eligibility** (COE) Submit a copy to Veteran Services

5. Certification

- ☐ Meet with your VA Academic Advisor and get registered for classes in Hass-Darr Hall, room 104.
- ☐ Fill out the MSU-WP *Veterans Certification Request* form.
This form **MUST** be filled out every semester; it gives the School Certifying Official permission to certify your enrollment for a specific semester with VA so you will receive payment.

6. Testing – ACT or ACCUPLACER

Missouri State University-West Plains does not require certain tests, such as ACT, for admission. To ensure students are placed in courses for which they will be successful students must take either the ACT or ACCUPLACER test to determine placement in classes that have a math or reading prerequisite.

To schedule an appointment for placement testing call 417-255-7943.

- ☐ **ACT** – on file
- ☐ **ACCUPLACER** – on file Need to take ☐ Reading ☐ Math
- ☐ **English – Directed Self-Placement (DSP)** MSU-West Plains uses a Directed Self-Placement score to help students determine which entry level English course is right for them. Complete your DSP from your Grizzly Den or at <https://wp.missouristate.edu/Academics/english-placement.htm>

7. STAR Orientation Registration

- ☐ **Register for STAR Orientation**
First-time freshmen or transfer students with less than 10 credit hours must register for and complete a STAR Orientation, either an on-campus or online session.

8. Missouri Returning Heroes Act – Application and Eligibility Form

- ☐ If applicable, fill out forms and return to Veteran Services office to establish eligibility.

9. Shopping Sheet (Dept. Of Ed. College Financing Plan)

Received by participant/student Initials _____

- 10. Like our **Facebook** page for benefit updates, campus events, registration information, and Veteran Center events.
Page name: Missouri State University-West Plains Veterans Services
URL: <https://www.facebook.com/MissouriStateUniversityWestPlainsVeteransServices>

If you have questions about the admissions, financial aid, testing, or orientation process, feel free to give one of the offices below a call.

Admissions	417-255-7955	Campus main number	417-255-7255
Financial Aid	417-255-7243	Toll Free Number	888-466-7897
Registration/Records	417-255-7979	Mountain Grove Campus	417-547-7575
Academic Advising	417-255-7222	Testing Center	417-255-7943
Veteran Services	417-255-7720 or 417-255-7223		

I received a copy of this checklist. Signature _____ Date _____