



## New Veterans Student Checklist

- You can apply for your VA educational benefits before you apply to Southern States University at <https://www.vets.gov/education/apply/> ; the process can take 30-45 days to complete.
  - Eligibility is determined solely by the VA
  - If you have already use your benefits at another institution, you will have to submit a VA Form 22-1995 via the website listed above.
  - Once the VA awards eligibility, you should receive a Certificate of Eligibility (COE) in the mail. Please turn in a copy of your COE to the VA office for your personnel record.
  - Along with your COE, VA students need to provide a copy of their DD214 “Member 4” to the VA office in order to be certified for benefits (**CH 30, 33, 1607**).
    - If you don’t have your DD214, you can still sign up for classes, however, you have to turn one in before the beginning of the 2<sup>nd</sup> quarter. If you need to order a copy of your DD214, click on the following link: <https://www.archives.gov/veterans/military-service-records>
  - Students using **1606**-Reservist benefits must submit a **NOBE (Notice of Basic Eligibility)** to the VA office.
- Apply for admission at SSU by clicking on “Request Application Documents” at <http://www.ssu.edu>
  - Once you created your account, you should receive an email that contains your student email. Log in to your account and copy down your student I.D.
  - As with most university, your email is the primary for of communication, so please check it daily for any update.
- Submit copies of transcripts from all previously attended institutions of higher learning
  - You are required by federal law to disclose all colleges attended and provide official transcripts from those schools. Failure to submit all transcripts may delay your VA benefits or cause inaccurate academic advisement which can lead to waste of educational benefit.
  - Transcripts must be turned in before the beginning of the 2nd quarter
- If you would like to use any military acquire training towards your degree, you may submit a copy of your Joint Service Transcripts to us electronically. Military credit will be evaluated by an academic advisor.
  - Army, Coast Guard, Marine Corps, Navy – Joint Services Transcript
  - <https://jst.doded.mil/smart/signIn.do> Submit via online delivery (sent directly to the school)
  - Air Force – Community College of the Air Force  
<http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
- If needed, you can apply for financial aid at <https://fafsa.ed.gov/>
  - Though this not a step in the VA educational benefits process, many veterans are often approved and benefit financially from applying.

**Any Questions you may have can be directed to the VA Coordinator: Quinton Wimberly @ (619)298-1829 or by email: [qwimberly@ssu.edu](mailto:qwimberly@ssu.edu)**