

## Veteran Student Checklist



*\*\*Not all items may be applicable to your situation - Please read each one carefully*

<input type="checkbox"/>	<p><b>1. Apply for Admission to ODU</b></p> <p>Decide if you are applying as a Traditional in-person student or an online ODUGlobal student:</p> <ul style="list-style-type: none"> <li>▪ <b>Traditional (in-person) Programs:</b> <a href="https://www.odu.edu/academics/programs">https://www.odu.edu/academics/programs</a></li> <li>▪ <b>ODUGlobal (online) Programs:</b> <a href="https://online.odu.edu/programs">https://online.odu.edu/programs</a></li> </ul> <p><b>Transfer Application Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Military applicants who are seeking their first degree are considered transfer students: <a href="https://www.odu.edu/transfer">https://www.odu.edu/transfer</a></li> <li>▪ "Test Optional" allows students seeking first-time entry to ODU the option to be considered for admission without regard to SAT/ACT results.</li> </ul>	<p><b>Undergraduate &amp; Graduate Traditional (in-person) Application:</b> <a href="#">ODU Application</a></p> <p><b>OR</b></p> <p><b>ODUGlobal (online):</b> <a href="https://online.odu.edu/programs">https://online.odu.edu/programs</a> (Fill out the interest form for the online program you're interested in. An enrollment coach will contact you for personalized, one-on-one assistance to complete the application process.)</p> <p><b>Check eligibility for needs-based \$50 Application Fee Waiver BEFORE submitting your application:</b></p> <ul style="list-style-type: none"> <li>▪ Email <a href="mailto:admissions@odu.edu">admissions@odu.edu</a></li> </ul> <p><b>Make sure to include your Social Security Number when completing the ODU Application. It is <u>essential</u> for utilizing VA Education Benefits at ODU!</b></p>
<input type="checkbox"/>	<p><b>2. Submit Official Transcripts</b></p> <p>Submit credentials to the Office of Admissions</p> <ul style="list-style-type: none"> <li>▪ <b>Undergraduate Admissions</b> 1004 Rollins Hall Norfolk, VA 23529 <b>Email:</b> <a href="mailto:admissions@odu.edu">admissions@odu.edu</a></li> <li>▪ <b>Graduate Admissions</b> 1000 Rollins Hall Norfolk, VA 23529 <b>Email:</b> <a href="mailto:gradadmit@odu.edu">gradadmit@odu.edu</a></li> </ul>	<p><b>High School Transcript:</b> (MANDATORY if earned less than <u>24 college credits</u>)</p> <ul style="list-style-type: none"> <li>▪ Contact your high school or school district to obtain diploma or order transcript to be sent electronically to ODU Admissions</li> </ul> <p><b>Previous College Experience Official Transcript(s) from ALL previously attended institutions:</b></p> <ul style="list-style-type: none"> <li>▪ Contact your previous school to order transcript to be sent electronically to ODU's Admissions Office</li> <li>▪ <b>Official Community College of the Air Force Transcript:</b> <a href="https://www.parchment.com/u/registration/32882/institution">https://www.parchment.com/u/registration/32882/institution</a> (MANDATORY for Air Force personnel ONLY)</li> <li>▪ <b>Official Joint Services Transcript:</b> <a href="https://jst.doded.mil/">https://jst.doded.mil/</a> (OPTIONAL)</li> </ul>
	<p><b>3. Check Application Status (OPTIONAL)</b></p>	<p><b>Undergraduate:</b> <a href="https://www.odu.edu/admission/undergraduate/status-check">https://www.odu.edu/admission/undergraduate/status-check</a></p> <p><b>Graduate:</b> <a href="https://www.odu.edu/admission/graduate/status">https://www.odu.edu/admission/graduate/status</a></p>
<input type="checkbox"/>	<p><b>4. In-State Tuition Application</b></p> <p>You must apply for <a href="#">in-state tuition</a> before classes start for the term (at least three weeks before). If you fail to apply for in-state privileges, you will be billed at the out-of-state rate.</p> <p><b>Questions?</b> Contact the Domicile Team in the Registrar's Office at <a href="mailto:instate@odu.edu">instate@odu.edu</a></p>	<p><b>Application for Active Duty/Veteran Tuition Rates</b> <a href="https://forms.odu.edu/view.php?id=467634">https://forms.odu.edu/view.php?id=467634</a></p>
<input type="checkbox"/>	<p><b>5. Apply for Federal Student Aid (FAFSA) (OPTIONAL)</b></p> <p><b>Questions?</b> Contact FAFSA's Contact Center <a href="https://studentaid.gov/help-center/contact">https://studentaid.gov/help-center/contact</a></p>	<p><b>FAFSA Application:</b> <a href="https://studentaid.gov/">https://studentaid.gov/</a></p> <p>Utilizing additional funding sources for tuition and mandatory fees such as The Virginia Commonwealth Award, VGAP, or VMSDEP can impact payments of the Chapter 33 Post-9/11 GI Bill® benefit. Learn more at <a href="#">Military Financing</a>.</p>

<input type="checkbox"/>	<p><b>6. Apply for VA Education Benefits</b></p> <p><b>Questions?</b> Contact VA Education Hotline: 1-888-442-4551  <b>OR</b> use Ask VA <a href="https://ask.va.gov/">https://ask.va.gov/</a></p> <p><b>Chapter 1606, Chapter 30, and Chapter 33:</b>        Once you complete the application, the VA will take 30-45 business days to process your request. If you are found eligible, the VA will send you a Certificate of Eligibility (COE).</p> <p><b>Keep the Certificate of Eligibility sent by the VA for your records and for submission to ODU for enrollment certification.</b></p>	<p><b>Learn more about the different GI Bill® Benefits and apply:</b>  <a href="https://www.va.gov/education/about-gi-bill-benefits/">https://www.va.gov/education/about-gi-bill-benefits/</a></p> <p><b>**Service members or veterans who have received VA Education Benefits previously at another college need to file a “Request for Change of Program or Place of Training” VA Form 22-1995:</b>  <a href="https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction">https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction</a></p> <p><b>Chapter 31: Veteran Readiness and Employment (VR&amp;E):</b>        Once you complete <a href="#">the application with the VA</a>, if you are found eligible, you will move on to the next step of the evaluation process. You <b>will not</b> receive a Certificate of Eligibility (COE).</p>
<input type="checkbox"/>	<p><b>7. Confirm Admission</b>        ODU's Admissions Office usually takes about 2-3 weeks to get back to you with a decision.</p>	<p><b>Check eligibility for needs-based \$200 Tuition Deposit Waiver:</b></p> <ul style="list-style-type: none"> <li>Email <a href="mailto:admissions@odu.edu">admissions@odu.edu</a> (Graduate programs and ODU Global programs <b>do not</b> pay a tuition deposit fee)</li> </ul> <p><b>Confirm Your Admission:</b></p> <ul style="list-style-type: none"> <li><a href="https://www.odu.edu/admission/admitted/confirm">https://www.odu.edu/admission/admitted/confirm</a></li> </ul>
<input type="checkbox"/>	<p><b>8. New to Blue: New Student Experience</b></p> <ul style="list-style-type: none"> <li><b>Step 1:</b> Explore your Kingdom: <i>Pre-Orientation Modules</i></li> <li><b>Step 2:</b> Sign up for Discover your Pride: <i>Monarch Orientation</i></li> <li><b>Step 3:</b> Schedule to be advised and register for courses</li> <li><b>Step 4:</b> Attend Discover your Pride: <i>Monarch Orientation</i></li> <li><b>Step 5:</b> Rule your Dominion: <i>Post-Orientation Modules</i></li> </ul> <p><b>Questions?</b> Contact New Student Experience        - Email: <a href="mailto:orientation@odu.edu">orientation@odu.edu</a>        - Phone: 757-683-3428</p>	<p><b>New to Blue: New Student Experience</b> information will be sent to confirmed admission students via email but can also be accessed <a href="#">on their website</a>. Discover your Pride: Monarch Orientation is <b>mandatory</b> for all incoming students.</p> <p>Below are a selection of important tasks and opportunities for students to complete before the start of the semester:</p> <ul style="list-style-type: none"> <li><a href="#">Complete Placement Exams</a></li> <li>Begin a <a href="#">housing application</a> for on-campus housing</li> <li>Review your <a href="#">Student Financial Account</a></li> <li><a href="#">Purchase Parking Permit</a></li> <li>Email your photo to <a href="mailto:cardcenter@odu.edu">cardcenter@odu.edu</a>, then pick up your <a href="#">student ID</a> at Discover Your Pride: Monarch Orientation</li> </ul>
<input type="checkbox"/>	<p><b>9. ODU Veterans Clearance Form (VCF)</b></p> <p><b>Chapter 1606, Chapter 30, and Chapter 33:</b></p> <ul style="list-style-type: none"> <li>School Certifying Officials (SCOs) begin initial certification for all VA benefit recipients <u>registered credit hours</u> approximately 30 days before classes begin for a semester. Second stage certification begins after the session's Add/Drop date. Increases and reductions to your credit load will be reported to the VA and tuition and fees are certified by amending the term.</li> <li>Please allow at least 30-45 business days for initial certification processing. Make sure to check your ODU email for communications from our SCOs.</li> </ul>	<p>Students using VA Education Benefits (<i>Chapter 1606, 30, or 33</i>)* will need to submit a Veterans Clearance Form (VCF) with an uploaded copy of your Certificate of Eligibility (COE) <b>after registering for courses</b> to initiate their enrollment certification at ODU.</p> <p><b>Veterans Clearance Form:</b> <a href="https://forms.odu.edu/view.php?id=75838">https://forms.odu.edu/view.php?id=75838</a></p> <p><b>WHEN SUBMITTING THE VCF, MAKE SURE THAT YOUR UNIVERSITY IDENTIFICATION NUMBER (UIN) AND SOCIAL SECURITY NUMBER ARE CORRECT!</b></p> <p><b>*Chapter 31: Veteran Readiness and Employment:</b></p> <ul style="list-style-type: none"> <li><i>Chapter 31 students <b>do not</b> need to complete a VCF and will work directly with their VA educational counselor to send authorizations to our SCOs. Your counselor can email the SCOs directly at <a href="mailto:vaservices@odu.edu">vaservices@odu.edu</a> for additional information. Your certification will then be processed in the order it was received.</i></li> </ul>

<input type="checkbox"/>	<b>10. Contact the Office of Educational Accessibility (OEA) to learn more about academic accommodations (OPTIONAL)</b>	<p>The Military Connection Center encourages students to register and establish accommodations with the Office of Educational Accessibility (OEA) prior to the start of courses.</p> <p><b>Register for Services:</b>  <a href="https://www.odu.edu/accessibility/registration">https://www.odu.edu/accessibility/registration</a> </p>
<input type="checkbox"/>	<b>11. Utilize our VetSuccess on Campus (VSOC) (OPTIONAL)</b>	<p>The VetSuccess on Campus (VSOC) helps students eligible for VA Education Benefits to successfully navigate their benefits and college life through Personalized Career Planning and Guidance (Chapter 36).*</p> <p>To apply for Chapter 36, please download and <a href="#">complete the interest form</a>. Email your form directly to our VSOC at <a href="mailto:Brittina.Gaskins@va.gov">Brittina.Gaskins@va.gov</a> or bring it in-person to the MCC.</p> <p><i>*There is no monetary disbursement attached to Chapter 36.</i></p>
<input type="checkbox"/>	<b>12. Visit the Military Connection Center (MCC) and check out the spaces and resources designated for ODU's military affiliated students (OPTIONAL)</b>	<p>Stop by the MCC for a tour of our spaces, including:</p> <ul style="list-style-type: none"> <li>▪ MCC Main Office</li> <li>▪ Computer Lab</li> <li>▪ Community Lounge</li> <li>▪ Break Room</li> <li>▪ Reservable Study Spaces</li> </ul> <p>The MCC hosts a <b>Welcome Lunch</b> at the beginning of every fall and spring semester. To get connected and register for our events, join us on <a href="#">Monarch Groups!</a></p>

### Additional Resources for Student Veterans

<input type="checkbox"/>	<b>Veteran Outreach and Student Success Coordinator and Operation: BLUE</b>  	<p>The Veteran Outreach and Student Success Coordinator supports prospective student veterans in navigating and completing the admissions process and provide current student veterans with support into post-military endeavors so you can gain more civilian experience, achieve your goals, and make the most of out of your time at ODU.</p> <p>Operation <b>BLUE</b>: Bridging Life and University Experience is an active learning program designed to support student veterans in adjusting to a post-military lifestyle. Events help student veterans to gain more civilian experience, transferable skills, self-awareness, and build community to navigate this period of change successfully.</p> <p>To register for our events, join us on <a href="#">Monarch Groups!</a></p>
<input type="checkbox"/>	<b>Student Veterans of America (SVA)</b>  	<p>Connects student veterans and family members to build community, provides resources and opportunities, and empowers students to reach their full potential.</p> <p>To register for our events, join us on <a href="#">Monarch Groups!</a></p>

**To access the Veteran Student Checklist virtually, please scan the QR code below:**



**The Military Connection Center (MCC)** is an information and resource center committed to assisting veterans, active duty servicemembers, reservists, guard members, and dependents. It is on the first floor of Monarch Hall at [1106 Monarch Hall, Norfolk, VA 23529](#). The closest parking is Constant Center 45<sup>th</sup> Street Garage located at [1070 W 45<sup>th</sup> Street, Norfolk, VA 23508](#). Paid hourly parking is available and located on levels 2, 3, and 5.

**If you have any questions or concerns**, please feel free to contact our office or stop by and we will be happy to assist you!