



## Military and Veterans Admission Checklist

### Military and Veterans Affairs Contacts

Military Advocate  
Office of Military and Veterans Affairs  
1261 Ellsworth Hall  
military-affairs@wmich.edu  
(269) 387-0742

Brenda Hamlyn  
Veterans Affairs Certifying Official  
Office of the Registrar  
3210 Seibert Admin. Building  
brenda.hamlyn@wmich.edu  
(269) 387-4115

Brent Haddow  
VetSuccess on Campus Coordinator  
Office of Military and Veterans Affairs  
1304 Ellsworth Hall  
brent.haddow@va.gov  
(313) 686-8691

Billy Clayton  
Military Recruiter and Outreach Coordinator  
Office of Military and Veterans Affairs  
1255 Ellsworth Hall  
billy.clayton@wmich.edu  
(269) 387-4444

- ★ Complete Western Michigan University's online application at [www.wmich.edu/apply](http://www.wmich.edu/apply). Please ensure that after you complete the online application (include application fee) to submit a copy of official transcripts from all other institutions attended to WMU. If you served in the USAF, you must submit a copy of your CCAF transcript. For more specific details regarding admissions, please visit [www.wmich.edu/admissions](http://www.wmich.edu/admissions).
- ★ Turn in your DD214 and relevant military transcripts to Brenda Hamlyn.
  - How to receive your DD214: You can obtain a certified copy from your local County Records Office or the Commission Office, if you previously had it recorded. If not, to obtain a copy of your military record, you can make an electronic request at [www.archives.gov/veterans/military-service-records/](http://www.archives.gov/veterans/military-service-records/).
- ★ To have your military training considered for WMU credit, please submit a Joint Services Transcript, available at <https://jst.doded.mil>.
- ★ Apply for Benefits.
  - Complete the application for VA Education Benefits (VONAPP) online at [www.gibill.va.gov](http://www.gibill.va.gov). When the application process is complete, the VA will issue a Certificate of Eligibility (COE). Please submit a copy of your COE to Brenda Hamlyn.
  - If you have questions about applying for your benefits, please contact Brent Haddow.
- ★ Submit WMU Veterans' Certification form.
  - To receive GI Bill benefits, students, along with your DD214 need to submit the WMU Veterans' Certification form to Brenda Hamlyn. Please visit [www.wmich.edu/registrar/students/veterans/forms/](http://www.wmich.edu/registrar/students/veterans/forms/) to receive a copy of the WMU Veterans' Certification form.
- ★ Complete the free application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - WMU School Code: 002330
  - If you have questions, please visit the Financial Aid office located on the second floor of the Faunce Student Services Building, also called "The Bird-cage". For more information, please visit [www.wmich.edu/finaid/](http://www.wmich.edu/finaid/).
  - For immediate service regarding financial aid, please visit Bronco Express located in the lower level of the Bernhard Center [www.wmich.edu/broncoexpress/](http://www.wmich.edu/broncoexpress/).
- ★ Complete Placement Testing.
  - Please speak with your academic advisor about placement into Math, English, and Writing.
  - For more information, please visit the Center for Academic Success Programs intellectual development website at [www.wmich.edu/placement](http://www.wmich.edu/placement).
- ★ Attend Orientation. For orientation dates and more information, please visit the links provided.
  - For the Military and Veteran Student Orientation, please visit [www.wmich.edu/military/events](http://www.wmich.edu/military/events).
  - For new students, please visit [www.wmich.edu/fye/orientation](http://www.wmich.edu/fye/orientation).
  - For transfer students, please visit [www.wmich.edu/admissions/transfer/admitted](http://www.wmich.edu/admissions/transfer/admitted).
- ★ Sign up for classes. Visit the academic advising site at [www.wmich.edu/admissions/freshmen-advising](http://www.wmich.edu/admissions/freshmen-advising).
  - You may also visit Exploratory Advising which is designed for students choosing to further explore degree options before declaring a major at <http://www.wmich.edu/exploratoryadvising>.
  - If you are undecided about your desired career path, please visit our career services department at [www.wmich.edu/career](http://www.wmich.edu/career).
- ★ Submit all documentation.
  - If you have not done so already, please submit a copy of your COE from the VA to Brenda Hamlyn.
  - If you have questions regarding the Student Verification of Enrollment, please contact Brent Haddow or Brenda Hamlyn.
- ★ Become familiar with the WMU Office of Military and Veterans Affairs website at [www.wmich.edu/military](http://www.wmich.edu/military) and connect with Military Recruiter and Outreach Coordinator Billy Clayton.