



Office of
**Military and
Veterans Affairs**

WESTERN MICHIGAN UNIVERSITY

Office of Military and Veterans Affairs
Western Michigan University
1255 Ellsworth Hall
military-affairs@wmich.edu
www.wmich.edu/military



Military Dependent Admission Checklist

Military and Veterans Affairs Contacts

Joyce Busch
Military Advocate
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Veterans Affairs Certifying Official
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Billy Clayton
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- ★ Complete Western Michigan University's online application at www.wmich.edu/apply
Please note your status as a military dependent in the application. 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. For more specific details regarding admissions, please visit www.wmich.edu/admissions
- ★ Turn in the Veteran's DD214 and your birth or marriage certificate during the application process to receive in-state tuition.
-How the Veteran can receive their 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
- ★ Apply for Benefits.
-Complete the application for VA Education Benefits (VONAPP) online at vabenefits.vba.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 Billy Clayton.
- ★ Submit WMU Veterans' Certification form.
-To receive GI Bill benefits, students, along with the veteran's DD214 need to submit the WMU Veterans' Certification form to Brenda Hamlyn. Please visit 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
-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 Birdcage". For more information, please visit 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/
- ★ 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
-For new students, please visit www.wmich.edu/fye/orientation/
-For transfer students, please visit www.wmich.edu/admissions/transfer/admitted
- ★ Sign up for classes. Visit the academic advising site at 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 www.wmich.edu/exploratoryadvising
-If you are undecided about your desired career path, please visit our career services department at www.wmich.edu/career
- ★ Submit all documentation.
-If you have not done so already, please submit a copy of your certificate of eligibility from the VA to Brenda Hamlyn.
-If you have questions regarding the Student Verification of Enrollment, please contact Brent Haddow or Brenda Hamlyn (www.wmich.edu/registrar/students/enrollment).
- ★ Become familiar with the WMU Office of Military and Veterans Affairs website at www.wmich.edu/military and connect with Military Advocate Joyce Busch.

