

the **veteran** advocate

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A Checklist for Incoming Student Veterans

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A highly effective way to help veterans make the transition from military service to college is to replicate familiar elements of their military experience. This may sound like a costly, intensive, and possibly prohibitive endeavor. However, it does not have to be any of those things. For example, a veteran checklist for admissions, certifying, and registration can clarify the intake processes for new student veterans. As every veteran knows, the military runs on checklists. When a service member arrives at a new base they are typically given a checklist to insure they “In-Process” quickly, without missing any important steps. Developing a checklist to ensure successful admission, certification, and registration requires little time and virtually no investment of college resources. Also, an often overlooked bonus of having a veteran checklist is it ensures routine steps are taken without the need for immediate oversight by the veteran coordinator or certifying official. In this manner instruction is delegated from the veteran coordinator to the checklist with a net result of standardization in on-boarding new student veterans. Of course a checklist is not meant to substitute for a veteran orientation session, rather it is intended to supplement existing veteran programming. At a minimum, most veteran checklist steps should include:

Admissions

- ✦ Meet with Admissions
- ✦ Apply to the school
- ✦ Submit Transcripts
- ✦ Sign Up for Orientation

Certifying VA Benefits

- ✦ Request a Certificate of Eligibility
- ✦ Submit a Certification Request Form
(or equivalent document at your institution)
- ✦ Apply for Financial Aid

Registration

- ✦ Meet with an Academic Adviser
- ✦ Apply for Residency based on Veteran Status/
Military Service
- ✦ Register for Classes



Dr. Will Emerson (far left) and some of his student veterans enjoy a 2014 event with General David Petraeus, former director of the CIA

In addition to the bulleted items at left, it is important to provide information regarding the office of counseling and disability, as well as a campus housing point of contact for nontraditional students. Always remember to provide contact information for the veteran’s office on campus, too.

Visit <https://micmve.org/enrollment-checklist-examples/> to see checklists from CMVE institutions.



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