



Apply With Our Free, [Online Application](#)

- Complete Admissions requirements shown in your MyMotlow account.
- Fill out and sign the New Student Veteran Packet found in MyMotlow under the Student tab → Admissions and Records Forms → New Veteran Packet.

Submit DD214 Member Copy 4

- Those still serving can submit a recent LES (Leave and Earnings Statement) or NOBE (Notice of Basic Eligibility) to fulfill this requirement.

Request Military Transcripts.

- Army, Coast Guard, Navy, and Marine Corps Veterans request joint service transcripts (JST) from <https://jst.doded.mil/jst/>.
- Air Force Veterans request transcripts from the [Community College of the Air Force](#).

Update Your Application for Veteran Educational Benefits.

- Start by completing your [application](#) with VA.
- We encourage you to apply for [financial aid](#) and Motlow State [Scholarships](#), but it is optional. o Your COE should be submitted your first semester at Motlow State and upon request from the VA Certifying Official thereafter. The VA may send this by email or by regular mail.

Submit Your Certificate of Eligibility

- Your COE should be submitted your first semester at Motlow State and upon request from the VA Certifying Official thereafter. The VA may send this by email or by regular mail.

A Complete Chapter 30 VA File Includes:

- New Veteran Packet.
- Certificate of Eligibility.
- DD214 Member Copy 4.



- Joint Service Transcripts.

To Use VA Benefits Towards Your Classes:

- We recommend meeting with a Veteran Success Coach to develop a plan towards graduation.
- The VA will only pay for classes needed to complete an approved program of study leading to an approved associate degree or eligible certificate listed in the Motlow State catalog.

Register for Classes.

- First time students may do this at a scheduled orientation. Transfer students can register for classes themselves once all admissions requirements are complete.
- Complete the **Deferment Request for Students Receiving VA Education Benefits** each semester.
- Keep the Motlow State VA Coordinator informed of any changes to your course schedule.

Chapter 30 students must verify their enrollment with VA every month by calling 877-823-2378 or by going to <https://www.gibill.va.gov/wave/index.do> or monthly payments will be delayed or cancelled.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.