



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 jst.doded.mil/jst/.
- Air Force Veterans request transcripts from the [Community College of the Air Force](#).

Apply for Veteran Educational Benefits

- Complete [VA Form 22-1990](#) if this is your first time using Post 9/11 GI Bill® benefits.
- If you have used Post 9/11 GI Bill® previously, complete [VA Form 22-1995](#).
- We encourage you to apply for [financial aid](#) and Motlow State [Scholarships](#), but it is optional.

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 33 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.

Monthly Attendance Verification

Chapter 33 students must verify their attendance with the VA each month before MHA / BAH payments will be released. Call 888-GIBILL-1 (888-442-4551) to verify attendance or to opt into text message verification. By choosing the text message option the VA will initiate the attendance verification each month. This applies to all students using Chapter 33 benefits starting 17 December 2021. More information can be found at

https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.

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.