



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

- Complete Admissions requirements shown in your MyMotlow account, including official transcripts from each institution attended in the past.
- Fill out and sign the New Student Veteran Packet. Found in My Motlow 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.
- If needed, the VA can help you [request copies of service records](#), including your DD214.

Request Military Transcripts

- For Joint Service Transcripts (JST), go to jst.doded.mil/jst/ and have them sent to Motlow State.
- Air Force Veterans request transcripts from the [Community College of the Air Force](#).

Update Your Application for Veteran Educational Benefits

- Update your [application](#) with VA. The “**Change your current education benefits**” link on VA.gov or the Motlow State VA Coordinator can help determine the correct VA form to complete.
- 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 VA File Includes:

- New Veteran Packet.



- DD214 Member Copy 4 or current LES if still serving.
- Joint Service Transcripts.
- Certificate of Eligibility.

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.