Checklist for Incoming Veteran

For those receiving Veterans benefits, the following checklist may help in your VA benefit and school experience. When asked to provide a document or copy of a document, please make sure we receive it here at the Veterans Service Office in the HCC Building, 1st floor.

☐ **Applications:** You must apply to DSU via [http://dixie.edu/futurestudents/howToApply.php](http://dixie.edu/futurestudents/howToApply.php).

☐ **Submit Residency Application:** (if applicable) [http://dixie.edu/reg/forms/residency.pdf](http://dixie.edu/reg/forms/residency.pdf)

☐ **Take ACCU Placer Test if you do not have ACT or SAT scores (you will need to take Algebra if ACT/SAT over 2 yrs old)**

☐ **Request Official Military Transcripts be sent to DSU:** go to dixie.edu/veterans/ and click on military transcripts Link.

☐ **Apply for FAFSA:** Go to: [http://fafsa.ed.gov](http://fafsa.ed.gov) (Recommended, not required)

☐ **Provide a copy of the VONAPP:** The Veteran Online Application can be found at this link, [http://vabenefits.vba.va.gov/vonapp/](http://vabenefits.vba.va.gov/vonapp/) It takes 6-8 weeks for the VA to process your application and send you a Certificate of Eligibility (COE).

☐ **Provide a copy of your Certificate of Eligibility (COE):** You should receive this 6-8 weeks after the VONAPP is sent to VA.

☐ **Provide a copy of your DD Form 214, Member 4 copy:** (N/A for dependents)

☐ **Provide a copy of your Kicker Contract if applicable**

☐ **Provide a copy of your DD Form 2384 NOBE if applicable:**

☐ **Register for Classes:** 12 credits is full-time. Your classes must fall in your degree plan.

☐ **Meet with Veterans Compliance Coordinator for initial meeting:** Procedure and Policy Form signed, Mentor assigned.

☐ **Submit Semester Certification Form:** This form is found on the Veterans Website at [http://dixie.edu/veterans/](http://dixie.edu/veterans/)

FYI Information:

- Call VA: For pay, remaining benefits and debt questions, call 1-888-442-4551 Opt 1, Opt 0.
- eBenefits: [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- Federal Army Tuition Assistance: [http://GoArmyEd.com](http://GoArmyEd.com)
- Vocational Rehabilitation Counselor: [nancy.tafoya2@va.gov](mailto:nancy.tafoya2@va.gov) (435)673-4494
- Department of Work Force Service: Faye Hubbard, [fhubbard@utah.gov](mailto:fhubbard@utah.gov) (435)986-3538

Veterans Service Office
veterans@dixie.edu
435.652.7699