Veterans Service Office

[veterans@dixie.edu](mailto:veterans@dixie.edu)

435.652.7699

**Checklist for Incoming Veteran**

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| **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> .

***Submit Residency Application:*** (if applicable) (<https://explore.dixie.edu/apply-now/residency/>)

***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 veterans.dixie.edu and click Resources then Military Transcripts.

***Apply for FAFSA:*** Go to: <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/> It can take 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-line with your degree plan.

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

***Complete Veterans Policy and Procedure form:***  This form is found on the Veterans Website at <http://veterans.dixie.edu/starting-your-gi-bill/>

**FYI Information:**

* **Join DSU Veterans Club:** [**http://dixiestudentlife.com/clubs/join/**](http://dixiestudentlife.com/clubs/join/)
* **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>
* **Utah National Guard Education Website: http://www.ut.ngb.army.mil/education2/**
* **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