

# Student Veterans' Checklist

**Checklist For Military-Connected Students  
Transitioning from the Military to GVSU**

**GVSU**



**GRAND VALLEY  
STATE UNIVERSITY**  
PETER SECCHIA MILITARY  
AND VETERAN RESOURCE  
CENTER

# Contact Us!



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Military and Veterans  
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**(616) 331-2369**

## Have Questions or Need Support?

Contact the Military and Veteran Resource Center. We're your one-stop-shop for everything related to GVSU, VA Benefits, on-campus and off-campus resources, academic resources, and more.



Allendale campus  
Laker Military  
Resource Center,  
located in Kirkhof  
Center, room 0072



Downtown campus  
Secchia Family  
Military Center,  
located DCIH 110

# 9 Steps to Success

**1** Apply to  
GVSU

**2** Start your VA  
benefits

**3** Submit your  
COE

**4** Register for  
orientation

**5**

Sign up for  
Academic Advising

**6**

Submit Your Class  
Schedule

**7** Apply for  
Financial Aid

**8** Submit Your  
Transcripts

**9** Get  
Connected

# Step 1: Apply to GVSU



1

It's **free** for veterans and military dependents!  
**Apply at [gvsu.edu/apply](https://gvsu.edu/apply)**

2

Don't worry if your high school GPA is lower than what you would like.

Once you've applied, Veterans Upward Bound ([gvsu.edu/vub](https://gvsu.edu/vub)) can help you figure out how to best prepare for success!

Once you've been accepted...

# Step 2: Start your VA benefits



Visit the [VA's Online Portal](#) to get your Certificate of Eligibility (COE). GVSU accepts these VA-connected-education benefits:

- Chapter 33 – Post-9/11 GI Bill®
- Chapter 30 – Montgomery GI Bill® – Active Duty
- Chapter 1606 – Selected Reserve
- Chapter 35 Survivors' and Dependent Educational Assistance
- Chapter 31 Vocational Rehabilitation and Employment (VR&E)
- Michigan National Guard State Tuition Assistance Program (MINGSTAP)

# Step 3: Submit your COE



GVSU needs a copy of your Certificate of Eligibility (COE) for our records — don't forget to list GVSU as your school of choice! Email your COE to [vetrec@gvsu.edu](mailto:vetrec@gvsu.edu).

If you are having any issues please contact our Records Office at [vetrec@gvsu.edu](mailto:vetrec@gvsu.edu) or (616) 331-3327.

It could take up to 2 months to receive your COE from the VA. The COE is sent directly to you and not to GVSU.

You do NOT have to wait for your COE to continue through the remaining steps on this list.

# Step 4: Register for orientation



It's crucial that you attend the Veteran Orientation as you make the transition to Grand Valley.

This team-building / informational session will not only provide you with what you need to know to be successful as a Laker, but will also introduce you to important people from the University.

They can help you with your career and give you the chance to meet and connect with other veterans who share a similar experience as you.

Watch your email for your invitation!

# Step 5: Sign up for Academic Advising



Veterans at GVSU receive priority enrollment — so be sure to sign up for an academic advising session with an advisor ASAP.

This person can confirm your transfer credits (including Military Credits earned) and help you build a preliminary schedule for your first semester.

[www.gvsu.edu/admissions/orientation/transfer-advising-registration-15.htm](http://www.gvsu.edu/admissions/orientation/transfer-advising-registration-15.htm)

# Step 6: Submit Your Class Schedule



Once you have

**1** applied for your VA benefits

and

**2** enrolled in classes

you then need to submit your course schedule to the Registrar to qualify for VA benefits.

This will initiate your VA Enrollment Certification for your monetary benefits and can be completed by emailing your schedule to [vetrec@gvsu.edu](mailto:vetrec@gvsu.edu).

NO CERTIFICATION = NO MONEY

# VA Payments

## **IF YOU ARE USING CH. 33 POST 9/11 BENEFITS,**

the VA pays Tuition and Fees directly to Grand Valley. Grand Valley will defer your tuition due date for the tuition and mandatory fees portion of your balance AFTER you certify your classes.

Your BAH and book stipend are paid directly to the bank account you set up when you applied for VA benefits.

You will need to pay GVSU directly for any fees outside of tuition/mandatory fees such as meal plans, housing charges, transportation fee, etc.

## **IF YOU ARE USING CH. 30, CH. 1606 OR CH. 35 BENEFITS,**

the VA ONLY pays a monthly stipend directly to you through your bank account which you set up online.

## **IF YOU ARE USING MINGSTAP,**

GVSU will defer your payment deadline until 60 days after the last day of class, giving you enough time to receive your reimbursement and pay back the university for your tuition.



# Dropping a class

If you drop a class after the add/drop date, you must email us with the name of the class(es) you are dropping and the reason.

There may be financial implications associated with dropping class(es) after the add/drop date.

Contact the Records office at [vetrec@gvsu.edu](mailto:vetrec@gvsu.edu) or (616) 331-3327 for guidance in this process.

# Step 7: Apply for Financial Aid



All student veterans should complete the Free Application for Student Aid (FAFSA) at [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)

FAFSA determines your eligibility for Federal Student Loans as well as state/federal grants, and also is a requirement for many scholarships.

Even if you don't think you need to fill out this form because of your income or other factors, we still recommend you do it.

You may qualify for scholarships or other programs that you otherwise might not know about!

# Step 8: Submit Your Transcripts



You likely have already submitted transcripts as part of your initial GVSU admission application, but in case you haven't, login and access your transcripts have them sent to GVSU:

1 [Joint Services Transcripts](#)

2 [Community College of the Air Force](#)

Official transcript(s) can be sent electronically to GVSU by your previous school through an electronic delivery service such as Docufile, Naviance, E Scrip-Safe. The GVSU email address to send transcripts to is [adm-transcripts@gvsu.edu](mailto:adm-transcripts@gvsu.edu)

# Official Transcripts

**Official transcripts and test scores must be received directly from the issuing institution.**

Official transcripts not submitted online should be sent to:

Grand Valley State University  
Admissions Office 1 Campus  
Drive Allendale, MI 49401

*Military transcripts will be evaluated on a case-by-case basis.*

# Step 9: Get Connected



Reach out to the Secchia Military and Veteran Resource Center.

The MVRC serves as the University's single point of entry for all veteran and military-connected students, programs and initiatives.

Contact us for a tour or if you have any questions about Grand Valley.

Email: [wolfeji@gvsu.edu](mailto:wolfeji@gvsu.edu) | Phone: 616-331-2369

## Join our **Facebook Group**

[facebook.com/groups/gvsustudentveteransorganization](https://facebook.com/groups/gvsustudentveteransorganization)

Be sure to answer the qualification questions so our administrator knows you're a new student.

# Join the Laker Vets

GVSU's chapter of Student Veterans of America (SVA). Sign up through [LakerLink](#) to become a member.

This is a registered student organization on campus to support and promote the veteran perspective on campus.

You will receive emails highlighting our monthly social and university events.

You can also find them on [Facebook](#).

# Consider Veterans Upward Bound (VUB)

This federal program helps eligible veterans jump-start in their academic careers.

Refresh your academic skills, as well as learn time management, financial literacy, and study strategies.

**(616) 331-8387**

**[veterans@gvsu.edu](mailto:veterans@gvsu.edu)**

**[gvsu.edu/vub](http://gvsu.edu/vub)**

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Laker Military  
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Downtown campus  
Secchia Family  
Military Center,  
located DCIH 110