

## Active Duty Student Checklist

**\*\*Not all items may be applicable to your situation - Please read each one carefully**

<input type="checkbox"/>	<b>1. Get Command's Approval to Enroll at ODU and use Tuition Assistance (TA)</b> <i>(If applicable-<u>Using TA</u>)</i>	<p>Prospective students must inform their chain of command of their interest to start or continue their education and receive approval from an Education Services Officer (ESO) or counselor within their service's branch prior to applying for admission at ODU.</p>
<input type="checkbox"/>	<b>2. Apply for Admission to ODU</b> <p>Decide if you are applying as a Traditional in-person student or an online ODUGlobal student:</p> <ul style="list-style-type: none"> <li>▪ <b>Traditional (in-person) Programs:</b>  <a href="https://www.odu.edu/academics/programs">https://www.odu.edu/academics/programs</a></li> <li>▪ <b>ODUGlobal (online) Programs:</b>  <a href="https://online.odu.edu/programs">https://online.odu.edu/programs</a></li> </ul> <p><b>Transfer Application Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Military applicants who are seeking their first degree are considered transfer students: <a href="https://www.odu.edu/transfer">https://www.odu.edu/transfer</a></li> <li>▪ "Test Optional" allows students seeking first-time entry to ODU the option to be considered for admission without regard to SAT/ACT results.</li> </ul>	<p><b>Undergraduate &amp; Graduate Traditional (in-person) Application:</b> <a href="#">ODU Application</a>  <b>OR</b>  <b>ODUGlobal (online):</b> <a href="https://online.odu.edu/programs">https://online.odu.edu/programs</a>  <i>(Fill out the interest form for the online program you're interested in. An enrollment coach will contact you for personalized, one-on-one assistance to complete the application process.)</i></p> <p><b>Check eligibility for needs-based \$50 Application Fee Waiver BEFORE submitting your application:</b></p> <ul style="list-style-type: none"> <li>▪ Email <a href="mailto:admissions@odu.edu">admissions@odu.edu</a></li> </ul> <p><b>Make sure to include your Social Security Number when completing the ODU Application. It is <u>essential</u> for utilizing VA Education Benefits at ODU!</b></p>
<input type="checkbox"/>	<b>3. Submit Official Transcripts</b> <p>Submit credentials to the Office of Admissions</p> <ul style="list-style-type: none"> <li>▪ <b>Undergraduate Admissions</b>            1004 Rollins Hall            Norfolk, VA 23529  <b>Email:</b> <a href="mailto:admissions@odu.edu">admissions@odu.edu</a></li> <li>▪ <b>Graduate Admissions</b>            1000 Rollins Hall            Norfolk, VA 23529  <b>Email:</b> <a href="mailto:gradadmit@odu.edu">gradadmit@odu.edu</a></li> </ul>	<p><b>High School Transcript:</b>  <i>(MANDATORY if earned less than 24 college credits)</i></p> <ul style="list-style-type: none"> <li>▪ Contact your high school or school district to obtain diploma or order transcript to be sent electronically to ODU Admissions</li> </ul> <p><b>Previous College Experience Official Transcript(s) from ALL previously attended institutions:</b></p> <ul style="list-style-type: none"> <li>▪ Contact your previous school to order transcript to be sent electronically to ODU's Admissions Office</li> <li>▪ <b>Official Community College of the Air Force Transcript:</b>  <a href="https://www.parchment.com/u/registration/32882/institution">https://www.parchment.com/u/registration/32882/institution</a>  <i>(MANDATORY for Air Force personnel ONLY)</i></li> <li>▪ <b>Official Joint Services Transcript:</b> <a href="https://jst.doded.mil/">https://jst.doded.mil/</a>  <i>(OPTIONAL)</i></li> </ul>
	<b>4. Check Application Status (OPTIONAL)</b>	<p><b>Undergraduate:</b>  <a href="https://www.odu.edu/admission/undergraduate/status-check">https://www.odu.edu/admission/undergraduate/status-check</a></p> <p><b>Graduate:</b> <a href="https://www.odu.edu/admission/graduate/status">https://www.odu.edu/admission/graduate/status</a></p>
<input type="checkbox"/>	<b>5. In-State Tuition Application</b> <p>You must apply for <a href="#">in-state tuition</a> before classes start for the term (at least three weeks before). If you fail to apply for in-state privileges, you will be billed at the out-of-state rate.</p> <p><b>Questions?</b> Contact the Domicile Team in the Registrar's Office at <a href="mailto:instate@odu.edu">instate@odu.edu</a></p>	<p><b>Application for Active Duty/Veteran Tuition Rates</b>  <a href="https://forms.odu.edu/view.php?id=467634">https://forms.odu.edu/view.php?id=467634</a></p>

<input type="checkbox"/>	<p><b>6. Apply for Federal Student Aid (FAFSA) (OPTIONAL)</b></p> <p><b>Questions?</b> Contact FAFSA's Contact Center <a href="https://studentaid.gov/help-center/contact">https://studentaid.gov/help-center/contact</a></p>	<p><b>FAFSA Application:</b> <a href="https://studentaid.gov/">https://studentaid.gov/</a></p> <p>Utilizing additional funding sources for tuition and mandatory fees such as The Virginia Commonwealth Award, VGAP, or VMSDEP can impact payments of the Chapter 33 Post-9/11 GI Bill® benefit. Learn more at <a href="#">Military Financing</a>.</p>
<input type="checkbox"/>	<p><b>7. Apply for VA Education Benefits</b></p> <p><b>Questions?</b> Contact VA Education Hotline: 1-888-442-4551  <b>OR</b> use Ask VA <a href="https://ask.va.gov/">https://ask.va.gov/</a></p> <p><b>Chapter 1606, Chapter 30, and Chapter 33:</b></p> <ul style="list-style-type: none"> <li>Once you complete the application, the VA will take 30-45 business days to process your request. If you are found eligible, the VA will send you a Certificate of Eligibility (COE).</li> <li><b>Keep the Certificate of Eligibility sent by the VA for your records and for submission to ODU for enrollment certification.</b></li> </ul>	<p><b>Learn more about the different GI Bill® Benefits and apply:</b> <a href="https://www.va.gov/education/about-gi-bill-benefits/">https://www.va.gov/education/about-gi-bill-benefits/</a></p> <p>**Service members or veterans who have received VA Education Benefits previously at another college need to file a "Request for Change of Program or Place of Training" VA Form 22-1995: <a href="https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction">https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction</a></p>
<input type="checkbox"/>	<p><b>8. Confirm Admission</b></p> <p>ODU's Admissions Office usually takes about 2-3 weeks to get back to you with a decision.</p>	<p><b>Check eligibility for needs-based \$200 Tuition Deposit Waiver:</b></p> <ul style="list-style-type: none"> <li>Email <a href="mailto:admissions@odu.edu">admissions@odu.edu</a> (Graduate programs and ODU Global programs <b>do not</b> pay a tuition deposit fee)</li> </ul> <p><b>Confirm Your Admission:</b></p> <ul style="list-style-type: none"> <li><a href="https://www.odu.edu/admission/admitted/confirm">https://www.odu.edu/admission/admitted/confirm</a></li> </ul>
<input type="checkbox"/>	<p><b>9. Apply for Military Tuition Assistance (TA) (If applicable-<u>Using TA</u>)</b></p> <p>**Active duty service members must apply for Tuition Assistance no later than seven (7) days prior to the start of courses and up to 120 days prior to the start of courses.</p>	<p>Each branch of service sets its own criteria to determine eligibility for the program and has its own application process. Refer to the links below to view the eligibility requirements for each branch of service or refer to our <a href="#">Tuition Assistance page</a>:</p> <ul style="list-style-type: none"> <li><a href="#">Air Force</a></li> <li><a href="#">Army</a></li> <li><a href="#">Coast Guard</a></li> <li><a href="#">Marines</a></li> <li><a href="#">Navy</a></li> </ul> <p>Each branch of service expects students to receive academic advising and create an education plan. ODU students can <a href="#">meet with their Academic Advisor</a> to create a Degree Plan from Degree Works and <a href="#">register for courses</a>.</p>

<input type="checkbox"/>	<p><b>10. New to Blue: New Student Experience</b></p> <ul style="list-style-type: none"> <li>▪ <b>Step 1:</b> Explore your Kingdom: <i>Pre-Orientation Modules</i></li> <li>▪ <b>Step 2:</b> Sign up for Discover your Pride: <i>Monarch Orientation</i></li> <li>▪ <b>Step 3:</b> Schedule to be advised and register for courses</li> <li>▪ <b>Step 4:</b> Attend Discover your Pride: <i>Monarch Orientation</i></li> <li>▪ <b>Step 5:</b> Rule your Dominion: <i>Post-Orientation Modules</i></li> </ul> <p><b>Questions?</b> Contact New Student Experience        - Email: <a href="mailto:orientation@odu.edu">orientation@odu.edu</a>        - Phone: 757-683-3428</p>	<p><b>New to Blue: New Student Experience</b> information will be sent to confirmed admission students via email but can also be accessed <a href="#">on their website</a>. Discover your Pride: Monarch Orientation is <b>mandatory</b> for all incoming students.</p> <p>Below are a selection of important tasks and opportunities for students to complete before the start of the semester:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Complete Placement Exams</a></li> <li>▪ Begin a <a href="#">housing application</a> for on-campus housing</li> <li>▪ Review your <a href="#">Student Financial Account</a></li> <li>▪ <a href="#">Purchase Parking Permit</a></li> <li>▪ Email your photo to <a href="mailto:cardcenter@odu.edu">cardcenter@odu.edu</a>, then pick up your <a href="#">student ID</a> at Discover Your Pride: Monarch Orientation</li> </ul>
<input type="checkbox"/>	<p><b>11. Submit Your TA Vouchers</b>  <i>(If applicable-<b>Using TA</b>)</i></p>	<p><b>Submit your TA Vouchers to</b> <a href="mailto:thirdpartybilling@odu.edu">thirdpartybilling@odu.edu</a>.</p> <ul style="list-style-type: none"> <li>▪ TA <b>does not</b> cover books and other materials or academic institution fees. It will not fund retakes of the same course. If you leave the service before class ends, withdraw, or fail a course, you will have to provide reimbursement for any Tuition Assistance funds already paid.</li> </ul>
<input type="checkbox"/>	<p><b>12. ODU Veterans Clearance Form (VCF)</b>  <b><u>Chapter 1606, Chapter 30, and Chapter 33:</u></b></p> <ul style="list-style-type: none"> <li>▪ School Certifying Officials (SCOs) begin initial certification for all VA benefit recipients <u>registered credit hours</u> approximately 30 days before classes begin for a semester. Second stage certification begins after the session's Add/Drop date. Increases and reductions to your credit load will be reported to the VA and tuition and fees are certified by amending the term.</li> <li>▪ Please allow at least 30-45 business days for initial certification processing. Make sure to check your ODU email for communications from our SCOs.</li> </ul>	<p>Students using VA Education Benefits (<i>Chapter 1606, 30, or 33</i>) will need to submit a Veterans Clearance Form (VCF) with an uploaded copy of your Certificate of Eligibility (COE) <b>after registering for courses</b> to initiate their enrollment certification at ODU.</p> <p><b>Veterans Clearance Form:</b>  <a href="https://forms.odu.edu/view.php?id=75838">https://forms.odu.edu/view.php?id=75838</a></p> <p><b>WHEN SUBMITTING THE VCF, MAKE SURE THAT YOUR UNIVERSITY IDENTIFICATION NUMBER (UIN) AND SOCIAL SECURITY NUMBER ARE CORRECT!</b></p>
<input type="checkbox"/>	<p><b>13. Contact the Office of Educational Accessibility (OEA) to learn more about academic accommodations</b>  <i>(OPTIONAL)</i></p>	<p>The Military Connection Center encourages students to register and establish accommodations with the Office of Educational Accessibility (OEA) prior to the start of courses.</p> <p><b>Register for Services:</b>  <a href="https://www.odu.edu/accessibility/registration">https://www.odu.edu/accessibility/registration</a></p>
<input type="checkbox"/>	<p><b>14. Utilize our VetSuccess on Campus (VSOC)</b> <i>(OPTIONAL)</i></p> <p><i>*There is no monetary disbursement attached to Chapter 36.</i></p>	<p>The VetSuccess on Campus (VSOC) helps students eligible for VA Education Benefits to successfully navigate their benefits and college life through Personalized Career Planning and Guidance (Chapter 36).*</p> <p>To apply for Chapter 36, please download and <a href="#">complete the interest form</a>. Email your form directly to our VSOC at <a href="mailto:Brittina.Gaskins@va.gov">Brittina.Gaskins@va.gov</a> or bring it in-person to the MCC.</p>

<input type="checkbox"/>	<b>15. Visit the Military Connection Center (MCC) and check out the spaces and resources designated for ODU's military affiliated students (OPTIONAL)</b>	<p>Stop by the MCC for a tour of our spaces, including:</p> <ul style="list-style-type: none"> <li>▪ MCC Main Office</li> <li>▪ Computer Lab</li> <li>▪ Community Lounge</li> <li>▪ Break Room</li> <li>▪ Reservable Study Spaces</li> </ul> <p>The MCC hosts a <b>Welcome Lunch</b> at the beginning of every fall and spring semester. To get connected and register for our events, join us on <a href="#">Monarch Groups!</a></p>
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### Additional Resources for Student Veterans

<input type="checkbox"/>	<b>Veteran Outreach and Student Success Coordinator and Operation: BLUE</b>   	<p>The Veteran Outreach and Student Success Coordinator supports prospective student veterans in navigating and completing the admissions process and provide current student veterans with support into post-military endeavors so you can gain more civilian experience, achieve your goals, and make the most of out of your time at ODU.</p> <p>Operation <b>BLUE</b>: Bridging Life and University Experience is an active learning program designed to support student veterans in adjusting to a post-military lifestyle. Events help student veterans to gain more civilian experience, transferable skills, self-awareness, and build community to navigate this period of change successfully.</p> <p>To register for our events, join us on <a href="#">Monarch Groups!</a></p>
<input type="checkbox"/>	<b>Student Veterans of America (SVA)</b>  	<p>Connects student veterans and family members to build community, provides resources and opportunities, and empowers students to reach their full potential.</p> <p>To register for our events, join us on <a href="#">Monarch Groups!</a></p>

**To access the Veteran Student Checklist virtually, please scan the QR code below:**



**The Military Connection Center (MCC)** is an information and resource center committed to assisting veterans, active duty servicemembers, reservists, guard members, and dependents. It is on the first floor of Monarch Hall at [1106 Monarch Hall, Norfolk, VA 23529](#). The closest parking is Constant Center 45<sup>th</sup> Street Garage located at [1070 W 45<sup>th</sup> Street, Norfolk, VA 23508](#). Paid hourly parking is available and located on levels 2, 3, and 5.

**If you have any questions or concerns, please feel free to contact our office or stop by and we will be happy to assist you!**