# Dependent Student Checklist

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

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| 1. | **Degree Programs**  
View **AND** select a degree program |
|   | **Traditional (in-person):** [https://www.odu.edu/academics/programs](https://www.odu.edu/academics/programs)  
**ODU Global (online):** [https://online.odu.edu/programs](https://online.odu.edu/programs)  
(Complete the interest form for the online program you’re interested in. An enrollment coach will contact you for personalized, one-on-one support.) |
| 2. | **Apply for Federal Student Aid (FAFSA)**  
(Optional) |
|   | [https://studentaid.gov/](https://studentaid.gov/)  
Questions? Contact ODU’s Financial Aid Office [https://www.odu.edu/financialaid/virtual](https://www.odu.edu/financialaid/virtual) |
|   | **Apply for Admission to ODU** |
|   | **Undergraduate & Graduate:** [ODU Application](https://www.odu.edu/admission/apply)  
**Freshman Application Requirements:**  
- No prior college enrollment or military service [https://odu.edu/admission/apply/applications](https://odu.edu/admission/apply/applications)  
**Transfer Application Requirements:**  
- Has prior college enrollment or military service [https://www.odu.edu/transfer](https://www.odu.edu/transfer)  
Request $50 Application Fee Waiver:  
- Email admissions@odu.edu |
| 4. | **In-State Tuition Application**  
Students must apply for in-state tuition before classes start for the term (at least three weeks before). Students who fail to apply for in-state privileges will be billed at the out-of-state rate.  
- Questions concerning this benefit should be addressed to instate@odu.edu or call the Registrar’s Office at 757-683-4425. |
|   | **In-State Tuition Eligibility:** [https://www.odu.edu/tuition/in-state](https://www.odu.edu/tuition/in-state)  
**Application for In-State Tuition Rate:** [https://forms.odu.edu/view.php?id=117132](https://forms.odu.edu/view.php?id=117132)  
**OR**  
**Application for In-State Tuition Benefit for Active Duty Military Spouses/Dependents:** [https://forms.odu.edu/view.php?id=468257](https://forms.odu.edu/view.php?id=468257) |
| 5. | **Submit Official Transcripts**  
Submit credentials to the Office of Admissions  
- Undergraduate admissions email: admissions@odu.edu  
- Graduate admissions email: gradadmit@odu.edu  
**High School Transcript:** *(if earned less than 24 college credits)*  
- Contact your high school or school district to obtain diploma or order transcript to be sent electronically to ODU’s Admissions Office  
**Previous College Experience Official Transcript(s):**  
- Contact your previous school to order transcript to be sent electronically to ODU’s Admissions Office |
| 6. | **Check Application Status**  
(Optional) |
|   | **Undergraduate:** [https://www.odu.edu/admission/undergraduate/status-check](https://www.odu.edu/admission/undergraduate/status-check)  
**Graduate:** [https://www.odu.edu/admission/graduate/status](https://www.odu.edu/admission/graduate/status)
7. **Apply for VA Education Benefits**
   Know which benefit you’re using? Click to go to directly to the application below:
   - **Chapter 33: Post 9/11 GI Bill**
     (Benefits must be transferred to you by service member **FIRST**)
   - **Chapter 35: Dependent Educational Assistance (DEA)**

   Once you complete the application, the VA will take 30-45 days to process your request. Once the request is processed, the VA will mail a **Certificate of Eligibility (COE)** to your home/mailing address. **Keep the Certificate of Eligibility sent by the VA for your records and for submission to ODU.**

   **Questions?** Contact VA Education Hotline: 1-888-442-4551
   OR use Ask VA [https://ask.va.gov/](https://ask.va.gov/)

   **“Dependent students who have received VA benefits previously at another college need to file a “Request for Change of Program or Place of Training” VA Form 22-5495: [https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction](https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction)**

8. **Virginia Military Survivors and Dependents Education Program (VMSDEP) (Optional)**
   The Virginia Military Survivors and Dependents Education Program is a state-sponsored program that can provide funding and/or tuition payment for eligible spouses and dependents. Eligibility depends upon Virginia residency.

   **“Currently only covers undergraduate degrees**


   **Questions?** Contact Sheila Johnson in the Financial Aid Office
   - Email: sp1johns@odu.edu
   OR
   - Contact the VMSDEP Office
     - Phone: 804-225-2083
     - Email: vmsdep@dvs.virginia.gov

9. **Confirm Admission**
   Admissions usually takes about 3-4 weeks to get back to you with a decision

   **Confirm Your Admission and Submit the Deposit:**
   [https://www.odu.edu/admission/admitted/confirm](https://www.odu.edu/admission/admitted/confirm)

   **Request $200 Tuition Deposit Waiver:**
   - Email admissions@odu.edu
   (Graduate programs and ODU Global programs do not pay a tuition deposit fee)

10. **Attend Orientation**
    If you have no prior college experience or have 23 college credits or less: **10a. FRESHMAN ORIENTATION**

    OR

    If you have 24 college credits or more: **10b. TRANSFER ORIENTATION**

    **Questions?** Contact New Student Experience
    - Email: orientation@odu.edu
    - Phone: 757-683-3428

    - Below are a selection of important tasks and opportunities for students to complete before the fall semester:
      - [Complete Placement Exams](https://www.odu.edu/admission/admitted/confirm) (Due by June 14, 2024)
      - Begin a housing application if interested in living on-campus.
      - Review Student Financial Account
      - Purchase Parking Permit
      - Submit Monarch ID Card photo and pick up your new ID at Discover Your Pride

10a. **Attend Freshman Orientation**
    **“If student has no prior college enrollment or has 23 college credits or less:**

    - The *New to Blue* timeline is accompanied by the new student checklist that can be found in your myODU portal.

    - *Discover Your Pride: Monarch Orientation* is a one-day on-campus orientation experience for new students. **Course registration happens during orientation.**

    - Please check your ODU student email for Monarch Orientation registration information.
### 10b. Attend Transfer Orientation

**If student has 24 college credits or more**

- Transfer Orientation is an *optional*, one-day on-campus orientation experience for new students who meet the transfer credit threshold requirement. **Course registration happens during orientation.**
- Please check your ODU student email for Transfer Orientation registration information.

### 11. ODU Veterans Clearance Form (VCF)

**Ch 33 and Ch 35 VA Education Benefits ONLY**

- ODU School Certifying Officials (SCOs) begin reporting enrollment to the VA 30 days before the first day of your class start date.
- Please allow 3-5 business days for processing, and during peak periods please allow 10-14 business days. Make sure to check your ODU student email for communications from the Veterans Affairs Certification Team.

- Upload your scanned Certificate of Eligibility (COE) to your Veteran’s Clearance Form after you have registered for classes [https://forms.odu.edu/view.php?id=75838](https://forms.odu.edu/view.php?id=75838)

### 12. Visit the Military Connection Center (MCC) and check out the spaces and resources designated for ODU’s military affiliated students *(Optional)*

**The MCC hosts a Welcome Lunch at the beginning of every fall and spring semester. Contact the MCC for more details.**

- For more information, email [military@odu.edu](mailto:military@odu.edu) or stop by the Military Connection Center for a tour of our spaces, including:
  - MCC Main Office
  - MCC Support Services Office
  - Computer Lab
  - Community Lounge
  - Break Room
  - Reservable Study Spaces

### Additional Resources for Dependent Students

- **Student Veterans of America (SVA)**
  - Connects student veterans and family members to build community, provides resources and opportunities, and empowers students to reach their full potential.
  - Email SVA President Chase Bennett at odustudentveteran@gmail.com for more information.

- **Center for Major Exploration & Mane Connect Success Coaching**
  - The Center for Major Exploration & Mane Connect Success Coaching advises any student interested in exploring their major and career options and offers success coaching to first year students.
  - If you weren't pre-selected for the program and would appreciate academic support, you can request a coach with this form: [https://forms.odu.edu/view.php?id=418028](https://forms.odu.edu/view.php?id=418028)
  - [Center for Major Exploration & Mane Success Coaching](https://forms.odu.edu/view.php?id=418028) 1500 Webb University Center Norfolk, VA, 23529 Phone: 757-683-4805 Email: maneconnect@odu.edu
To access the Dependent Student Checklist virtually, please scan the QR code below:

The Military Connection Center is an information and resource center for all our on-campus military affiliated students. It is on the first floor of Monarch Hall, located at 1106 Monarch Hall, Norfolk, VA 23529. The closest parking is Constant Center 45th Street Garage located at 1070 W 45th 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!