



New VA Student Checklist

Step 1: Apply for VA Education Benefits

- * To apply for or activate your educational benefits go to www.eBenefits.va.gov
- * This site can also be used to transfer benefits to a dependent.
- * Submit a copy of you Certificate of Eligibility (COE), Statement of Benefits (SOB) or Notice of Basic Eligibility (NOBE) to the BU Office of Veteran and Military Services (OVMS) via the BVets Portal.

Step 2: Apply for Admission to Binghamton University

- * You must be fully enrolled as a degree seeking student in order to receive your VA benefits.
- * Apply for admission to Binghamton University.
- * Submit required transcripts for admissions to include your military transcripts found at <https://www.airuniversity.af.edu/Barnes/CCAF/> for Air Force Veterans, and <https://jst.doded.mil/smart/signIn.do> for the other branches of service

Step 3: Register for Classes

- * Set up a time to speak with an advisor to register for classes required by your degree program.
- * Only register for classes that are required by degree plan if you plan to pay using VA benefits.
- * Full time for an Undergraduate student is 12 credit hours for Fall and Spring Semesters. For a full Summer Semester here at BU you will need 8 credit hours.
- * Full time for a Graduate student is 12 credit hours for Level 1 students and 9 credit hours for Level 2, 3, and 4 students.

Step 4: Submit Your Enrollment Certification Form (ECF)

- * You MUST submit a ECF every year if you want the VA to pay for your classes.
- * The ECF should be submitted before the first day of the class.
- * Only classes that are REQUIRED for your degree plan and on Degree Works will be certified to the VA.
- * ECF is available, online only, via the BVets portal: https://www.binghamton.edu/offices/veterans/benefit_forms.html .

Step 5: Adding or Dropping a Class

- * Report course changes: adding, dropping, or withdrawal from a course, and application for graduation; to the OVMS at: veterans@binghamton.edu.

Step 6: Paying your bill

- * Chapter 31 and 33- submit the COE and ECF before the 1st day of class, to the OVMS.
- * VA payments are finalized after the Drop Date and received several weeks afterwards. You must pay any tuition and fees not covered by the VA when the payment is due.

* Chapter 30 and 35- will follow student standard guidelines for payment and payment arrangements by the fee payment deadline.

Step 7: Changes

* Report all changes: personal info, degree, university, and VA Education benefits to the OVMS.

Step 8: Maximize all sources of funding

* Free Application for Federal Student Aid (FAFSA) at: <https://studentaid.ed.gov/sa/fafsa>
(recommended but not required)

* BU Scholarship information is available at: <https://www.binghamton.edu/financial-aid/types-of-aid/scholarships/index.html> (recommended but not required)

Step 9: Check your BU.edu email

* Important time sensitive information will only be sent to your BU email.