Kean University

Office of Veteran Student Services

Supplemental Package



This supplement has been prepared to assist you in the application process as a Veteran Student. Please read this booklet carefully. All applications and supporting documentation must be received prior to certification of benefits. We welcome your application and wish you success in the admission process.

Deadlines for Freshman & Second Degree Admission	Deadlines for Transfer Admission	Deadlines for Graduate Admission Spring Semester: Nov 1 Fall Semester: May 1			
Spring Semester: Nov 1 Fall Semester: May 13	Spring Semester: Nov 15 Fall Semester: July 14				

Kean University Veteran Student Services 1000 Morris Avenue • CAS 208 •Union, NJ 07083 Phone: (908) 737 0481 •Fax: (908) 737 0482 •veteran@kean.edu

Guide to Kean University Admission for Veteran Students

As a Veteran interested in applying to Kean University, you must be aware of the admissions processes:

- You need to apply for admission either online or by mail.
 - You must submit your academic credentials to Kean University. Transfer Student Services 1000 Morris Ave Union, NJ 07083

Phone: 908-737-6130 Fax: 908-737-6135 Email: cdpc@kean.edu

 At the same time, you need to provide all Veteran Documents and New Veteran Students Package to the Office of Veteran Student Services.

Step 1: Application Process

Apply online. For more information, please visit: Freshmen & Post-Baccalaureate Certification: <u>http://www.kean.edu/KU/Undergraduate</u> Transfer Admission: <u>http://www.kean.edu/admin/uploads/pdf/forms/TransferApplication.pdf</u> Graduate Admission: <u>http://www.kean.edu/KU/Nathan-Weiss-Graduate-College</u>

Step 2: Submit Veteran Documents to Kean University Veteran Affairs office

- 1. All students MUST submit form DD214
- 2. Transfer students:
 - Chapter 30,32,33,1606,1607 must submit Application 22-1995 (Change of Program or Place of training)
 - Chapter 35 must submit Form 22-5495
- 3. National Guard: Must submit Commanders Certificate to be certified for EACH semester.
- 4. National Guard: Must apply for financial aid at http://www.fafsa.ed.gov/
- 5. Chapter 30,32,33,1606, 1607 must submit form 22-1990
- 6. Chapter 31 must submit form 28-1900
- 7. Chapter 35 dependents: Must apply 22-5490 and submit a copy
- 8. Certificate of Eligibility/ Notice of Benefit Eligibility from the VA: A copy must be submitted to Kean University Veteran Affairs Office.
- 9. To use **Tuition Assistance**: Must submit Tuition Assistance Authorization form to Kean University Veteran Students Services.

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Step 3: Receive Admission Decision

Veteran students who are offered admission to Kean University will receive a letter from

- Admission Office if they are Freshman Student
- Center of Academic Success if Transfer Student
- OR Graduate Students Office if Graduate Student

** In order to be certified in VA-ONCE, you must submit ALL the necessary documents.

Step 4: Register for classes and Attend Orientations

- Students will receive an invitation from their respective Admissions Office regarding the time and date as to when and where you can register for classes. Registrations may be done online using your KeanWise username and password.
- Once you come to campus, you need to stop by the Office of Veteran Student Services located in CAS Room 208 to verify that all your documents are in order.
- You must come to the Office of Veteran Student Services to bring your current registration each semester; Spring, Fall, Winter and Summer session.

ADDITIONAL INFORMATION

- If seeking on-campus housing you must contact the Office of Residence Life to apply for housing. You must return the housing application and the \$125 housing application fee directly to the Office of Residence Life.
- The housing application fee must be in the form of a check or money order. For more information about oncampus housing, please visit <u>http://www.kean.edu/KU/Residence-Life call 908-737-6800</u> or fax 908-737-6812

Kean University

VETERANS INFORMATION FORM

No certification will be made without copies of your DD214 award letter or application to VA for benefits and current registration. If you have submitted the DD214 and award letter to our office for a previous term, you do not have to resubmit them again. **Include a copy of your registration form for the semester you are requesting certification of benefits.*

Name:								
First	Middle			Last				
Kean ID:				Phone #: ()			
Address:								
E-mail:								
Major/Degree:								
Semester: Fall	Spring			Year				
Have you ever applied for VA Ed	ucational	Benefits)			Yes	No	
<i>If NO</i> - Submit form 22-1 <i>If YES</i> - Submit form 22-2								
Chapter 30 Montgomery GI	Bill		_	_ Chapter 33 Pos	t 9/11 G	I Bill		

Chapter 1606 Reservist GI Bill	Chapter 32 VEAP
Chapter 35 Survivors' & Dependent Program	Chapter 1607 Reserve Education Program
National Guard	Chapter 31 Vocational Rehab

- I understand my course load (online courses, ½ time, ¾ time, etc.) may affect the benefits I am eligible to receive.

- If I drop a course and my tuition and fees has been paid to Kean University, I understand that I may have to **repay** this money to the Department of Veterans' Affairs.

- I understand that it is my responsibility to notify the Kean University Veterans Certifying Official of any changes in my educational plan. This includes change of major, change in credits in attempted as well as the decision not to enroll for a specific term.

- I understand that I am required to provide the Kean University Veterans Certifying Official with a copy of the **Certificate of Eligibility** or **Notice of Benefits Eligibility** I receive from the VA after my application for this benefit has been processed. **My courses will not be certified until this is certified.**

My signature below indicates that I understand the above guidelines and know that I must complete a new veterans Certifications Form each semester in order to receive my GI Bill benefits.

PLEASE NOTE that changes to your schedule or program can affect the benefits from the VA. It is important to keep the VA Office at Kean University up to date with all changes. Please discuss changes with a VA Advisor to verify your benefits and how the changes can affect your benefits.

Students must notify the Kean University Veterans' Affairs Office:

- Any changes to your major or degree program
- Any drops or additions of courses or change in your course schedule
- Once you have applied for the Chapter 33 benefit, you will not be able to make changes to this selection
- The student is called to active duty
- The student has a change in any CONTACT information
- Maintain an active email address for effective communication

Certification Policies:

- Monthly verification of enrollment
- A parent institution letter is required for classes taken at another institution
- Kean University must receive transcripts for transient courses that VA provides benefits within 30 days of completion

GI Bill will not pay for:

- Repeat courses that were completed successfully
- A course that does not count towards the student's degree

Signature

Date

FOR KEAN UNIVERSITY OFFICE OF VETERAN STUDENT SERVICES USE ONLY

First Date to be Certified on VA-ONCE:	Completed By:
Date:	Signature
Notes:	
Kean University	Veteran Student Services

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