

Step	Required Action	Paperwork Required	Timeline	POC	Contact Information
1	Apply online at www.benefits.va.gov to determine eligibility, percentage of benefits, and obtain the "Certificate of Eligibility"	No paperwork required to apply.	As soon as possible.	Department of Veterans Affairs (DVA)	https://www.benefits.va.gov/gibill/get_started.asp
2	Visit MSU's Student Veteran Resource Center webpage to determine MSU/VA specific requirements needed for application process.	DD-214 (if you do not have one at this point, the SVRC can assist with locating/generating a copy)	After acceptance, as you finalize your plans to attend Broad/MSU	MSU Student Veteran Resource Center (SVRC)	http://veterans.msu.edu/prospective-students/
<p>Comments: Because the DVA can take several months to issue the certificate, this step should be completed well in advance of your arrival at MSU. The "Certificate of Eligibility" is not-school specific, so any student veteran should ensure these requirements are complete as you apply to the school of your choice. Begin this step as soon as you receive your DD 214.</p> <p>The SVRC is the one-stop shop for all student veterans attending MSU. They should receive any/all questions regarding student veteran enrollment, as they have linkages to both MSU administration and VA processes/information.</p>					
2	Obtain MSU required paperwork for certification of enrollment to the DVA for benefits	Form 1- MSU VA Enrollment Guidelines, Form 2- Authorization for VA Enrollment Certification, Form 3- Reporting 0.0 Grades, and Form 4- Graduate Progress Plan	60-30 days before intended enrollment/matriculation to MSU	MSU Office of the Registrar (SVRC and MBA can also assist)	MSU Registrar's Office Veteran's Certification Website
<p>Comments: As soon as you arrive in East Lansing contact the SVRC (for VA and MSU overall admin questions) and the MBA program office/advising (for degree plan, advising and academic information)</p>					
3	Form 1 review; form 2 & 3, review and sign; and form 4, schedule meeting with MBA academic advising staff (signature from Associate Dean required)	Forms (1-4) above	30 days before classes start at minimum. The VA is slow & end of fiscal year.	MBA Managing Director Or MBA Assistant Director, Academic & Student Affairs	Hutchis2@msu.edu horton33@broad.msu.edu
<p>Comments: Completing paperwork will not take much time, but it is beneficial to be on campus to do so in person as signatures will be required.</p>					
4	Submit the paperwork to the Office of the Registrar; MSU will certify your enrollment to the OVA	Forms (1-4) above	After all paperwork is signed/verified by MBA academic advising staff + Associate Dean	JoAnn Villarreal or Lisa Hurley, MSU VA Certifying Officials (MBA will assist in sending this documentation to RO)	villarr9@msu.edu (A-K) hurleyl@msu.edu (L-Z), 517.353.4853, Office of the Registrar, 426 Auditorium Road, Room 150
<p>Comments: If receiving additional Financial Aid or a Graduate Assistantship, inform the MSU VA Certifying Official, as any additional funding can impact your aid.</p>					
5	<p>Visit the SVRC on campus: 556 E. Circle Dr. Room 8 East Lansing, MI 48824 Contact Patrick Forystek, SVRC Coordinator at 517.884.5973 or Foryste3@msu.edu</p>				