MBA STUDENT VETERANS GUIDE

A step-by-step guide through the Ch. 33 post-9/11 G.I. Bill

1 Apply online at the G.I. Bill website to determine eligibility, percentage of benefits, and obtain the "Certificate of Eligibility."

Paperwork: None

Timeline: ASAP

Point-Of-Contact (POC): Department of Veteran Affairs (DVA)

Contact Information: http://www.benefits.va.gov/

2 ★ Visit MSU's Student Veteran Resource Center (SVRC) website to determine MSU/VA specific requirements needed.

Paperwork: None

Timeline: After acceptance and finalize plans to attend MSU/Broad College.

Point-Of-Contact (POC): MSU SVRC

Contact Information:
http://www.veterans.msu.edu/prospective-students/

3 Obtain MSU required paperwork for certification of enrollment to the DVA for benefits.

Paperwork:
Form 1: MSU VA Enrollment Guidelines
Form 2: Authorization for VA Enrollment
Form 3: Reporting 0.0 Grades
Form 4: Graduate Progress Plan

Timeline: 60-30 days before intended enrollment

Point-Of-Contact (POC): MSU Registrar (SVRC and MBA Office can assist)

Contact Information:
http://reg.msu.edu/ROInfo/VeteranInfo.aspx

4 Form 1: Review
Form 2/3: Review & Sign
Form 4: Schedule Meeting with MBA Staff and Associate Dean

Paperwork: Forms 1-4

Timeline: 30 days before classes start. The VA is slow and end of fiscal year

Point-Of-Contact (POC):
MBA Managing Director or
MBA Assistant Director

Contact Information:
Wayne Hutchison: hutchis2@msu.edu
William Horton-Andereson: horton33@broad.msu.edu

5 ★ Submit the paperwork to the Office of the Registrar; MSU will certify your enrollment to the DVA

Paperwork: Forms 1-4

Timeline: After all paperwork is signed/verified by MBA Staff and Associate Dean

Point-Of-Contact (POC): MSU VA Certifying Officials
MBA will assist in sending this documentation to RO

Contact Information:
JoAnn Villarreal (villarr9@msu.edu) Students A-K
Lisa Hurley (hurleyl@msu.edu) Students L-Z

Office of Registrar (517-353-4853)
426 Auditorium Road, Room 150

6 Once on campus, visit the Student Veterans Resource Center to speak with Patrick Forystek

Student Veteran Resource Center
Student Services Building
556 E. Circle Drive, Room 8
East Lansing, MI 48824

Patrick Forystek
SVRC Director
foryste3@msu.edu
517-884-5973

★ **IMPORTANT NOTE:** 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.

The SVRC is a 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

★ **IMPORTANT NOTE:** If you are receiving additional Financial Aid or a Graduate Assistantship, or any other additional funding, inform the MSU VA Certifying Official. This can impact your aid.