|  |  |
| --- | --- |
| 1 | Establish and verify which G.I. Bill chapter and educational benefits you qualify for: Chapter 30 or Chapter 33!  Visit the U.S. Department of Veteran Affairs [Education and Training](https://www.va.gov/education/) benefits page and browse their roadmap for your educational success. |
| 2 | Apply for your benefits online or by mail.  You can complete your online educational benefits application (VONAPP) by visiting the E-Benefits site at <https://www.va.gov/> . After approximately 2 – 3 weeks, the Department of Veteran Affairs will mail you a Certificate of Eligibility (COE). This letter will provide you with which G.I. Bill chapter you qualify for, the length of qualifications rated, as well as the percentage you qualify to utilize. |
| 3 | Apply for admissions at Ohio University at: <http://www.ohio.edu/admissions/> |
| 4 | Upon applying for admission to Ohio University, ensure that you have copies of all official transcripts from prior accredited institutions and military courses. For credits to be transferred toward your education records, they must be recognized by the American Council on Education (ACE).  Examples of accredited instructions include:  Accredited Educational Universities and Colleges  Advanced Placements (AP)  CLEP  DANTES Standardized Subject Test  Excelsior College Credit-by-Exam  Eligible Military training credits include:  CCAF  AARTS  JST  SMART  USCG |
| 5 | Apply for Financial Aid at: <https://fafsa.ed.gov>  On the FAFSA site, Ohio University’s campus financial aid codes are as follows:  Athens Campus: 003100 Eastern Campus: 003101  Chillicothe Campus: 003102 Southern Campus: 003103  Lancaster Campus: 003104 Zanesville Campus: 003108  For any further information or advice, please contact the Ohio University Financial Aid office by calling  740-593-4141. Information about loans and scholarships can also be researched at the financial aid office website at [www.ohio.edu/financialaid](http://www.ohio.edu/financialaid). |
| 6 | Upon receiving your Ohio University acceptance letter, the Office of Admissions will send you an invitation by mail and via e-mail to register for orientation. While attending the orientation, students will be introduced to staff, faculty and Bobcat students. Future students will also take time with orientation representatives to review course catalogs, enroll in semester courses, and you will also receive your student login I.D, as well as your student identification card.  If you are unable to attend orientation, ensure to visit your academic advisor for assistance on registering for classes. If you are unsure of who your advisor is, log into your student center account. |
| 7 | As stated in Step 6 above, Ohio University orientation representatives will assist you in registering for your first semester courses. Prior to this step though, it is important to have an educational goal established prior to registering for classes. Every major at Ohio University has its own educational course catalog which lists the requirements for each major, as well as roadmaps to assist you in your educational success. These course catalogs can be found at: <http://www.catalogs.ohio.edu/>.  For more information regarding Ohio University majors and course requirements, visit  <https://www.ohio.edu/academics/colleges> for contact information for each individual university college. |
| 8 | Prior to the start of your first semester, submit a copy of your **Certificate of Eligibility** and your **DD-214, Member #4** (**for veteran students only!)** to Ohio University’s Veteran and Military Student Services Center. The Veteran Center is located at Baker Center, Room 350. These required forms can be personally delivered, faxed to 740-593-4145, or e-mailed to [veteranscenter@ohio.edu](mailto:veteranscenter@ohio.edu).  You will also need to complete a **Veterans Educational Assistance File Card** prior to the start of their first semester. This form allows the Veterans Center to process and certify veteran student enrollments to the Department of Veteran Affairs. The file card can be found on the Veterans Center website: [www.ohio.edu/veteranscenter](http://www.ohio.edu/veteranscenter). There is a tab at the top labeled “FILE CARD”.  **Note: Ensure that you have received your university ID and password prior to this step.** |
| 9 | If applicable, apply for a commuter parking permit at Ohio University Parking Services located at:    **Apply online at** <https://ohiou.t2hosted.com/Account/Portal> |
| 10 | Once access is granted, ensure to familiarize yourself with “My OHIO Portal.” This portal can be used to access your student e-mail, course and financial information, as well as give you access to your educational Blackboard account. |