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| 1 | If you are a first time spouse/dependent applicant for educational benefits, you will need to complete VA Form 22-1990E (Application for Family Member to use Transferred Benefits) **OR** VA Form 22-5490 (Application for Survivors’ and Dependents Educational Assistance - if using Chapter 35 benefits).  If you are a veteran dependent who has already utilized education benefits at another college/university and plan to attend Ohio University, you will need to complete VA Form 22-1995 or VA Form 22-5495 (for Chapter 35) to transfer your benefits from the previous college/university to Ohio University. |
| 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 a percentage of in which you qualify to utilize. |
| 3 | Apply for admissions at Ohio University at: <http://www.ohio.edu/admissions/> |
| 4 | Upon applying for admission at Ohio University, ensure that you have copies of all official transcripts from prior accredited institutions. In order 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 |
| 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 acceptance letter from Ohio University, 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, please 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**, which you will receive after filling out VA Form 22-1990E, 22-1995, 22-5490, or 22-5495, to Ohio University Veterans 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 scanned and 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 you are the dependent child of a military member using VA educational benefits, and NOT an established resident of Ohio, and your parents reside in another state, you will need to complete a Request for Residency Review form which can be found at <https://www.ohio.edu/admissions/tuition/ohio-residency>. This will help you receive in-state tuition. |
| 10 | If applicable, apply for a commuter parking permit at Ohio University Parking Services located at:    **Apply online at** <https://ohiou.t2hosted.com/Account/Portal> |
| 11 | 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. |
| 12 | If you are interested in becoming a VA Work Study Student at any campus, contact Ms. Janet Russell at 740-566-VETS (8387). Minimum qualifications include: MUST be using VA education benefits at least ¾ time. |

**FOR DEPENDENT CHILDREN ONLY!!!**

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| 1 | To verify CHAMPVA enrollment, provide the CHAMPVA School Enrollment Certification Letter for us to complete the Section School Enrollment Certification and we will fax the form to CHAMPVA.  To verify TRICARE enrollment, student needs to request an Enrollment Verification form, and the Veterans Center will provide the form to the student to submit to TRICARE. |
| 2 | To verify DEERS enrollment, go to [www.ohio.edu/registrar](http://www.ohio.edu/registrar), scroll down to the Quick Links section and click on the Enrollment & Degree Verification tab and follow the prompts. |
| 3 | If you are an Ohio resident, if either parent is 60% service-connected disabled veteran, have you applied for the Ohio War Orphan and Service-Disabled Scholarship?  Application deadline is May 15 annually.  If not, go to https://www.ohiohighered.org/ohio-war-orphan. |