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.

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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: [http://www.kean.edu/KU/Undergraduate](http://www.kean.edu/KU/Undergraduate)
Graduate Admission: [http://www.kean.edu/KU/Nathan-Weiss-Graduate-College](http://www.kean.edu/KU/Nathan-Weiss-Graduate-College)

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.
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.
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 on-campus housing, please visit http://www.kean.edu/KU/Residence-Life call 908-737-6800 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: ___________________   SSN: _____-____-______    Phone #: (____) ____-___________

Address: _______________________________________________________________________

E-mail: _________________________________________________________________________

Major/Degree: ________________________________________________________________

Semester:  Fall  [ ]  Spring [ ]  Year _____

Have you ever applied for VA Educational Benefits?   Yes [ ]  No [ ]

If NO - Submit form 22-1990 by mail or online at www.gibill.va.gov

If YES - Submit form 22-1995 to Kean University VA Office

__ Chapter 30 Montgomery GI Bill       __ Chapter 33 Post 9/11 GI 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:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________