

Kean University

Office of Veteran Student Services

Supplemental Package



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.

<i>Deadlines for Freshman & Second Degree Admission</i>	<i>Deadlines for Transfer Admission</i>	<i>Deadlines for Graduate Admission</i>
Spring Semester: Nov 1 Fall Semester: May 13	Spring Semester: Nov 15 Fall Semester: July 14	Spring Semester: Nov 1 Fall Semester: May 1

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>

Transfer Admission: <http://www.kean.edu/admin/uploads/pdf/forms/TransferApplication.pdf>

Graduate Admission: <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.
4. **National Guard:** Must apply for financial aid at <http://www.fafsa.ed.gov/>
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

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:
