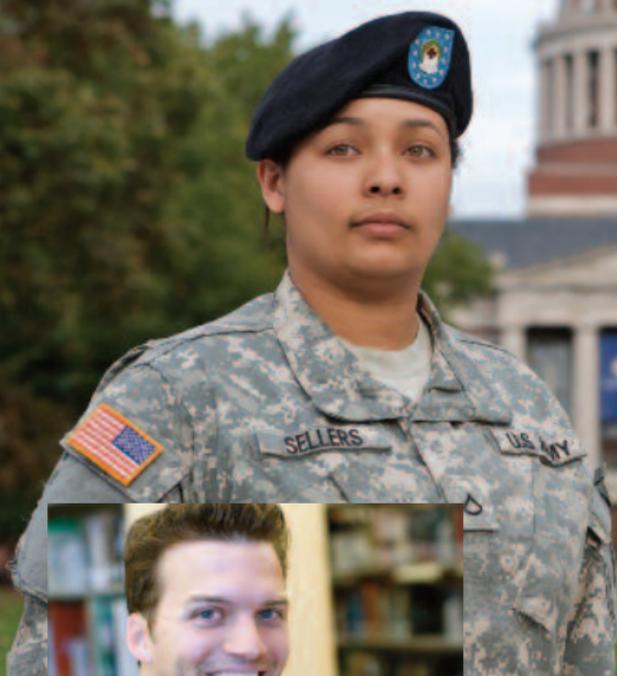


TIPS-2- TRANSFER

for Veterans and
Active Duty Service
Members



If you are a veteran or currently in the military, there are many opportunities to help you continue your college education. In addition, military veterans may be eligible for academic credit for certain educational experiences or military course credit. Many campuses have dedicated counselors and advisors to help military and veteran students transfer and transition to campus. Read on to learn the important steps to transfer.

Q&A

Transfer Answers for Veterans and Active Duty Service Members

1. How do I identify my career interests?

- Start at the end and ask yourself: Where do I want to end up, and how do I get there? Think about your interests and your skills, including those learned in the military, and how they can lead to different career paths.

2. How do I research transfer colleges?

- Think about what is important to you: majors offered, geographic location, size, cost, selectivity, athletics, housing, religious affiliation and setting (urban, suburban, or rural). Search for colleges that meet those criteria.
- When researching, take notes on important information such as GPA requirements, application deadlines, the college's transfer counselor, guaranteed housing, and scholarship information.
- It is very important to understand how your college and military credits will transfer into the specific degree that you're interested in at the transfer college.

Transfer Checklist

- Collect your Military paperwork and information. This includes:**
 - DD214 Certificate of Release or Discharge from Active Duty for most recent period of active duty.
 - Kicker Contract (the Department of Defense may be able to provide this information if you cannot locate a copy of the contract).
- Apply for admission to the college or university**
 - Make sure you notify the college of your veteran status on the application. This will enable the college/university to contact you with important information and make sure that they know to certify your enrollment with the VA.
- Request SAT/ACT and AP scores**
(if required by the college/university)
- Request an official High School transcript**
 - This may not be necessary if you have completed more than 24 college credits – check with the college’s admissions office.
- Request an official Military transcript**
 - Your military training may be eligible for college credit. Request an official military transcript online. See the websites on the back of this brochure.
- Request CLEP/DSST/DANTES scores**
 - Request official transcripts of your scores for CLEP or DSST scores *taken while in* the military at the site below:
www.dantes.doded.mil/Programs/Exams_TranscriptRequest.html
- Apply for your VA benefits**
 - Once you have applied for your VA Educational Benefits online at www.ebenefits.va.gov, you will receive a letter of eligibility from the VA. Provide a copy of this letter to the college/university. It will help certify your enrollment to the VA and help you receive your benefits.
- Apply for Financial Aid**
 - Begin this process early. Also check out the Financial Aid and Scholarship links at www.benefits.va.gov/gibill/

Always contact an admissions representative at the university or college you're interested in attending to discuss your transfer options.

- Ask if any of your military training will be used as college credits, and if so, how. The majority of institutions use the American Council on Education (ACE) recommendations on applying specific military courses and training as credit toward a college degree, but how and when they are applied may be determined by the academic program you're pursuing.
- Ask if the college offers support for military students – and what kind.

3. What steps can I take to help me make my final college choices?

- Talk with your academic advisor or contact a Transfer Counselor at your college if you're currently attending a community college or other 2-year institution.
- There are many online college search websites such as GoCollegeNY.org.
- Visit campuses if possible. You want to get a feel for the personality of the college to determine if it is a good fit for you.
- Always contact an admissions representative at the university or college you're interested in attending. Inquire about potential scholarships, housing, financial aid, and other important concerns.



4. What courses should I be taking now and how will I know what credits will transfer?

- Discuss your transfer plans with a Transfer Counselor or Education Services Officer at your current college – they can help guide you.
- Concentrate on the pre-requisites you'll need to be admitted into your chosen academic major. If you're just starting out and unsure of your final major, focus on taking general education/core requirements (for example, history, humanities, foreign language, etc.), not the major courses themselves. Note that many institutions have very specific criteria for the transfer of major courses.
- Review Course Equivalencies often found on the 4-year colleges and universities' websites.
- Remember that the college or university you are considering transferring to is your best resource to ensure your transfer planning is on the right track. They will make the final decision about how and if your credits will transfer.

5. How do I begin the application process?

- Check the college's website for applications.
- Some academic programs (e.g., nursing, teacher education, social work) require a separate application in addition to the general application.
- Most institutions prefer that you apply online. Applications are often found on the institution's Admissions page in a link such as 'Apply Now.'
- **Always pay attention to the deadlines!**



➤ 6. Which transcripts do I need to send?

- Request your official transcripts from ALL colleges attended and from your high school, if required by the college.
- Active and Veteran members of the U.S. Armed Forces should also submit their personal military transcripts for possible credit. Links to obtain transcripts for each branch of service can be found on the American Council on Education website (www.acenet.edu).
- Keep track of who you submitted the transcript requests to and when requests were made.

➤ 7. How do I apply for financial aid?

- Contact each college's financial aid office to ensure you complete all forms required to be considered for all types of financial aid.
- Do not wait to be accepted before applying for financial aid!
- To learn more about aid for college, visit <http://studentaid.ed.gov/types/grants-scholarships/military>
- For New York State residents attending an approved college in the state, learn more about Veteran Tuition Awards at www.hesc.ny.gov. Search for "Veterans."
- Apply for your VA benefits at www.ebenefits.va.gov
- Fill out the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov.
- Include all universities and colleges you are applying to on your FAFSA. Additional colleges can be added to your FAFSA at a later date.
- **Watch the deadlines!**

- As a Veteran or Active Duty Service Member, you may be entitled to benefits from the Post-9/11 GI Bill or the pre-existing Montgomery GI Bill-Active Duty (MGIB). Many colleges also participate in the Yellow Ribbon Program as an additional grant to service members and eligible beneficiaries. Note that not every veteran is eligible to receive these benefits, and not all institutions are Yellow Ribbon participants, so be sure to ask. Also discuss with your military advisors which benefits package is best for you. Visit www.veterans.ny.gov for more information. These programs have limits in both funds and duration, so applying for additional aid (e.g., scholarships, grants) may be important, as will the number of transfer credits you receive toward the intended degree since this will help determine how long it will take to earn your degree.

8. How do I check the status of my application?

- Keep in contact with the Admissions staff at the universities and colleges you are applying to throughout the process. Ensure your contact information (telephone number, email address, and mailing address) is current.
- Check on the status of your military transcripts – see the back of this brochure for contact information.

The college or university you are considering transferring to is your best resource to ensure your transfer planning is on the right track. They will make the final decision about how and if your credits will transfer.

To Request an Official Military Transcript

Air Force (CCAF)

www.au.af.mil/au/ccaf/

For Army (AARTS), Coast Guard (CGI), Marines (MCI), Navy and Marines (SMARTS)

<https://jst.doded.mil>

Other Resources

American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services

[www.acenet.edu/news-room/Pages/
Military-Guide-Online.aspx](http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx)

New York State Division of Military and Naval Affairs (DMNA)

www.dmna.ny.gov

New York State Higher Education Services Corp.

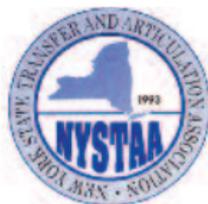
www.hesc.ny.gov

New York State Veterans Benefits

<http://veterans.ny.gov>

U.S. Department of Veterans Affairs - Veterans Benefits

www.vba.va.gov/VBA/



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