



## Apply With Our Free, [Online Application](#)

- Complete Admissions requirements shown in your MyMotlow account.
- Fill out and sign the New Student Veteran Packet found in My Motlow under the Student tab → Admissions and Records Forms → New Veteran Packet.

## Submit DD214 Member Copy 4

- If needed, the VA can help you [request copies of service records](#), including your DD214.

## Request Military Transcripts

- For Joint Service Transcripts (JST), go to [jst.doded.mil/jst/](http://jst.doded.mil/jst/) and have them sent to Motlow State.
- Air Force Veterans request transcripts from the [Community College of the Air Force](#).

## Apply for Financial Aid

- We encourage you to complete the FAFSA at <https://fafsa.gov> and apply for Motlow State [Scholarships](#), but this is optional.
- More information on applying for financial aid can be found here.

## Your VA Counselor Will Submit Paperwork

- Student can contact the Motlow State VA Coordinator or their VA Counselor for updates.
- Only courses approved by the VA Counselor will be covered. If additions are needed, student may request the VA Counselor to send approval to Motlow State VA Coordinator.

## A Complete VA File Includes:

- New Veteran Packet.
- DD214 Member Copy 4.
- Joint Service Transcripts.
- Approved paperwork submitted by VA Counselor.



## To Use VA Benefits Towards Your Classes:

- We recommend meeting with a Veteran Success Coach to develop a plan towards graduation.
- The VA will only pay for classes and items approved by the student's VA Counselor. Counselors may make additional approvals if they are needed for the student to complete training or program of study.

## Register for Classes.

- First time students may do this at a scheduled orientation. Transfer students can register for classes themselves once all admissions requirements are complete.
- Complete the **Deferment Request for Students Receiving VA Education Benefits** each semester.
- Keep the Motlow State VA Coordinator informed of any changes to your course schedule.