

Veterans Affairs Office
East Tennessee State University
P. O. Box 70561
Johnson City, TN 37614-1707
Phone: 423-439-6819, Fax: 423-439-7090

East Tennessee Veterans Enrollment Checklist

This document can be found on the ETSU Veterans Page: www.etsu.edu/veterans

Verify GI Bill Eligibility

- ☐ Apply for and verify GI Bill benefits with the Veterans Administration via the Veterans Online Application:
 - <http://www.vabenefits.vba.va.gov/vonapp/default.asp>
 - Provide a copy of this application (with confirmation number) to the Veterans Affairs Office
 - In approximately 4-6 weeks from filing the VONAPP, you will receive a Letter of Eligibility (LOE) from the VA that needs to be provided to the ETSU Veterans Affairs office.
 - You will also need to provide a copy of your DD-214 to the ETSU VA office.

Transcripts Requests

- ☐ Request Military Transcript
 - Army, Coast Guard, Marine Corps, or Navy: <https://jst.doded.mil/smart/signIn.do>
 - Air Force: <http://www.au.af.mil/aucaaf/transcripts.asp>
- ☐ High School Transcript (sealed) required
- ☐ All colleges attended Transcripts required

Admissions

- ☐ Apply for admission to East Tennessee State University which includes a \$25 fee:
 - <http://www.etsu.edu/admissions/>

Financial Aid

- ☐ Many students may not need Financial Aid however, we recommend all students fill out the Federal Student Aid request (FAFSA) just in case any unforeseen expenses arise.
 - <http://www.etsu.edu/finaid/>
 - <http://www.fafsa.ed.gov/>

ETSU Veterans Affairs Office will need:

- ☐ Copy of DD-214
- ☐ Signed Certificate of Understanding:
<http://www.etsu.edu/reg/veteransaffairs/documents/VACOU.pdf>
- ☐ Tuition and Fee Deferment Request:
<http://www.etsu.edu/reg/documents/PDF/Tuition%20and%20Fee%20Deferment%20request07102012.pdf>

Additional Links:

- ☐ GI Bill Information: <http://www.gibill.va.gov/>
- ☐ Vocational Rehabilitation: <http://www.vba.va.gov/bln/vre/>
- ☐ Additional ETSU Veterans forms <http://www.etsu.edu/reg/veteransaffairs/forms/default.aspx>