

## MILITARY SERVICE + HIGHER EDUCATION



### Admitted Military Student Checklist

- Apply For VA Benefits\***: Find out if you qualify for VA education benefits through the GI Bill program and other educational assistance programs by visiting <http://www.gibill.va.gov> or call (888) 442-4551.
- Submit DD-214** (member 4 copy) & military transcripts to the Admission office.
- Submit Certificate of Eligibility (COE)** to the Certifying Official: Marcia Shaffer, Cashier's Office, Bonds Hall  
440-826-2218, 440-826-3073 (fax) [mshaffer@bw.edu](mailto:mshaffer@bw.edu)

**\*If VA Education Benefits are not approved**, the student is responsible for all charges.

- Transfer Students** who used military benefits at another university:
  - **Submit VA Form 22-1995** electronically to VA through the eBenefits site
- Complete the Free Application for Federal Student Aid (FAFSA)**:
  - <https://fafsa.ed.gov/FAFSA/app/fafsa>
  - Enter BWU School code 003014
- Schedule your new student appointments\*** with an academic advisor and the Military/Veteran Services Coordinator:
  - Plan your class schedule/Register for classes
  - Discuss required documents and where to submit, including the waiver for International Studies core requirement option for military students
  - Receive referrals to tutoring services, disability services, counseling services, recreation services, VA Benefits, and more

**\*Call the Adult, Transfer and Military Services** secretary at 440-826-2123 to schedule your appointment.

- Prepare For the Start of the Semester**:
  - **Student ID card** - The Jacket Express Card is your official form of identification at Baldwin Wallace and allows access to campus facilities
  - **BW parking permit** - Required for all campus lots
  - **Purchase textbooks and supplies** at the BW Bookstore

### Helpful Resources

**Adult, Transfer and Military Services (ATMS)**: Assists students through transfer credit review, academic advising, degree completion planning, and referral.

**Campus Location**: Bonds Hall

Phone: 440-826-2121

**Military/Veteran Student Services**: Helps students learn about and gain access to available services and support for the military and veteran population.

**Campus Location**: Bonds Hall, 102 (temporary)

Nancy Jirousek, 440-826-2298, [njirouse@bw.edu](mailto:njirouse@bw.edu)

**All-Star Student Veteran Center**: The All-Star Student Veteran Center provides a space for military students to connect with other vets and the available networks of support both on and off campus. (Swipe access entry with current student ID)

**Campus Location**: 105 E. Grand Street

Phone Number: 440-826-2252

Open Hours: 6:00 a.m. – 12:00 a.m.

Staffed Hours: 9:00 a.m. – 5:00 p.m.

**Vets Community Hour**: Tuesday 12:00 – 1:00 p.m.

**Financial Aid/Cashier Offices**: For questions about financial aid and billing.

**Campus Location**: Bonds Hall

Financial Aid Contact: Rudy Kuntz, 440-826-8043, [rkuntz@bw.edu](mailto:rkuntz@bw.edu)

Cashier's Contact: Marcia Shaffer, 440-826-2218, [mshaffer@bw.edu](mailto:mshaffer@bw.edu)

**Cuyahoga County Veteran Service Commission**: The CCVSC understands the issues veterans are facing, offering a holistic approach to help veterans and their families fight against hardships. From **VA benefits to emergency financial assistance, medical transportation and more**, they help you to ease stress and regain your footing. Visit [cuyahogavets.org/](http://cuyahogavets.org/) or call (216) 698-2600 to **speak with a fellow Veteran** who is ready to connect you to the assistance you need.