

NEW STUDENT VETERAN CHECKLIST

Congratulations on your decision to become a Morganite! The below New Student Veteran Checklist was designed for students who believe they may be eligible for entitlement under the Department of Veterans Affairs, or the Department of Defense’s Educational Programs. The step-by-step “TO DO” list and timeline will help get you started with utilizing that entitlement.

BEGIN PROCESS 120—150 DAYS BEFORE TERM START

STEP-BY-STEP TO DO LIST

TIMELINE

<input type="checkbox"/>	<p>All potential Morgan State University students MUST apply by completing the appropriate degree level application. Undergraduate, Transfer and International students click here. Graduate students click here.</p>	<p>As soon as possible</p>
<input type="checkbox"/>	<p>First-Time Freshman and Transfer students should accept the offer of admission to by participating in the confirmation to secure your position. To confirm click here. To review the Graduate School admissions procedures click here.</p>	<p>Immediately upon receipt of an offer</p>
<input type="checkbox"/>	<p>Applicants should contact the Department of Veterans Affairs by going to www.va.gov. All VA Benefit entitlement requirements and the application for benefits can be found under the “Education” tab.</p>	<p>Allow 30-45 days processing time</p>
<input type="checkbox"/>	<p>Most students who are eligible for certain VA/DoD Educational benefits also complete the FAFSA application. Not all educational expenses may be covered by the VA/DoD entitlement awarded. Additional aid may be required to satisfy all components of the students billing.</p>	<p>Allow 45-90 day processing time during peak periods. 30-60 day - regular periods</p>
<input type="checkbox"/>	<p>Students who intend to stay in any of Morgan State’s on or off-campus housing units, MUST complete the housing application and follow all instructions provided.</p>	<p>immediately</p>
<input type="checkbox"/>	<p>All Undergraduate New-First Time Freshman MUST schedule to attend one of the Bear Necessities Orientation sessions. For Transfer student orientation and information Click here.</p>	<p>As soon as possible after acceptance offer is provided.</p>

CHECKLIST CONT...

BEGIN PROCESS 90-120 DAYS BEFORE TERM START

STEP-BY-STEP TO DO LIST

TIMELINE

<input type="checkbox"/>	Eligible soldiers using Maryland National Guard State Tuition Waiver or Branch Specific Federal Tuition Assistance . Prepare to submit your requests for your Tuition Assistance/Waivers. MD NG members should also complete the STAR Program application.	Up to 60 –90 days prior to the start of the term. Deadline is 10 days prior to term start.
<input type="checkbox"/>	Once the student receives any award letters, Certificates of Eligibility or Funding approval notices, a virtual chat with a Veterans Engagement Team member should be scheduled. One to one virtual sessions can be made by clicking here and placing yourself on the VES calendar.	90 –120 days prior to the first day of class for the term.
<input type="checkbox"/>	For students living outside of the State of Maryland and are identified in our WEBSIS system as a Non-Resident student, you may be eligible for a residency change due to your military status. If you are using Chapter 30, 31, 33, 35, 1606, Fry Scholarship or Edith Nourse Rogers STEM, MD NG State Tuition Waiver, Federal Tuition Assistance or are a retired veteran holding a DD214 review the Residency Reclassification Checklist for instructions.	As soon as funding is secured.
<input type="checkbox"/>	If have completed steps 1-7 and you are in possession of your Certificate of Eligibility (COE) and all required supplement documentation. Complete the Military Funding Request Form .	immediately

CHECKLIST CONT...

BEGIN PROCESS 60—90 DAYS BEFORE TERM START

STEP-BY-STEP TO DO LIST

TIMELINE

<input type="checkbox"/>	<p>Students eligible for the Edward T. Conroy Scholarship or the Afghanistan Iraqi Conflict Scholarships MUST submit all applications and supplemental documentation to the Office of Financial Aid before the yearly deadline.</p>	<p>Application OPENS in April. Application Deadline is July 15th</p>
<input type="checkbox"/>	<p>Veterans Engagement Services Tuition Assistance and Book Scholarship application open to students using specific chapter benefits or educational funding. Scholarships are awarded based on first-come, first-serve basis and to applicants who meet the financial gap criteria between what is needed to satisfy their bill and the funding they have been awarded. For GAP funding caps click here.</p>	<p>Application deadline is the Last Day to DROP/ADD classes</p>

BEGIN PROCESS UP TO 30 DAYS BEFORE TERM START

STEP-BY-STEP TO DO LIST

TIMELINE

<input type="checkbox"/>	<p>Set up final payment plan arrangements to plan for move in if staying in on/off-campus housing units contracted by Morgan State University.</p>	<p>2-3 weeks before assigned move in date.</p>
<input type="checkbox"/>	<p>Submit all final Federal Tuition Assistance Requests through respective FTA portals based on branch of service. *MD NG Star applications are due.</p>	<p>NLT 10 days before the 1st day of classes.</p>
<input type="checkbox"/>	<p>Submit all Federal Tuition Assistance Approved Award letters and MD National Guard State Tuition Waiver letters to the appropriate funding managers. (NOTE: Bursar's Office requires military ID with submission). Provide Veterans Engagement Services team with duplicate documents to veterans@morgan.edu</p>	<p>NLT 10 business days before the 1st day of class.</p>
<input type="checkbox"/>	<p>Attend one (1) of the VES Orientation/Information Sessions. The 1st session will be held the week prior to school start. All access information will be provided under the VES Resource Hub of the Veterans Engagement Services website.</p>	<p>1 week before the 1st day of class.</p>

CHECKLIST CONT...

BEGIN PROCESS 5-10 DAYS AFTER SCHOOL START

STEP-BY-STEP TO DO LIST

TIMELINE

<input type="checkbox"/>	Attend the 2nd Session of the VES Orientation/ Information Session. The 2nd session will be held during the 1st week of school. All access information will be provided under the VES Resource Hub page of the Veterans Engagement Services website. Students are exempt from this session, if they attended the 1st session.	During the 1st week of school.
<input type="checkbox"/>	Attend the 3rd VES Orientation/Information Session. The 3rd session will be held during the 2nd week of school. All access information will be provided under the VES Resource Hub on the Veterans Engagement Services website. You are exempt if you attended the 1st or 2nd sessions.	During the 2nd week of school before the Last Day to Drop/ADD
N/A	Before last day to Drop/Add ensure all funding is in place to eliminate from classes being dropped for non-payment. Any pending residency changes, GI Bill Deferment markers or Federal Tuition Assistance awards will be affixed to accounts pending no previous balances are in place to halt the process. Veterans Engagement Services team will communicate any pending stops.	Last Day to DROP/ADD for the term

NOTE: Information on this checklist will ensure that your benefits are processed timely for a seamless transition. If you are attending Morgan in the Winter, Spring or Summer terms, your timeline may be slightly altered by the length of the terms. All steps MUST still be followed until completion. Late admissions that result in late submissions may impact your benefit processing time. Prepare to make alternative funding arrangements accordingly to meet university timelines and deadlines. All student veterans are encouraged to consult with a Veterans Engagement team member for a case-by-case analysis and best practices protocols for any term outside of the Fall/ Spring term start within any academic year.