

NEW MILITARY STUDENT CHECKLIST

What is a Veteran?

- ☐ Active duty (regular military service, National Guard, and Reserves)
- ☐ Veteran (honorably discharged)
- ☐ Family member of veteran/active duty (dependents)

My parent is a Veteran, can I get any assistance?

- ☐ Parent is 100% disabled or served post 9/11

What is the Admissions process?

- ☒ Apply online www.utm.edu/advantage
- ☐ Pay application fee (\$30) **Fee waived for Veterans only**
Admission requirements: <http://www.utm.edu/departments/admissions/freshman.php>
- ☐ Send all transcripts (high school, military, other institutions)
- ☐ Send all ACT/Sat scores to UT Martin
Office of Undergraduate Admission (phone: 731-881-7020)
200 Administration Building (fax: 731-881-7029)
Martin, TN 38238 (email: admitme@utm.edu)

What is the Financial Aid process?

- ☐ Contact Amy Mistic with any questions regarding the financial aid process
Amy Mistic is the designated Financial Aid Advisor for All Service Members Enrolled/Enrolling at UTM

Amy Mistic (phone: 731-881-7031)
205 Administration Building (fax: 731-881-7036)
Martin, TN 38238 (email: amistic@utm.edu)

Steps to Complete for Financial Aid Process

- ☐ File the FAFSA <https://fafsa.ed.gov/>
- ☐ Receive Award Letter
- ☐ Accept Your Award
- ☐ Review additional information at <https://www.utm.edu/departments/finaid/howtoapply.php>

How do I order a military transcript?

<https://jst.doded.mil/official.html>

How do I get started using my GI benefits?

Go to va.gov

- ☐ Create a benefits account (go to Get Started button under Benefits)
- ☐ Complete online application (forward confirmation email; letter will arrive approximately 4-6 weeks)
- ☐ Receive certificate of eligibility (needed to use the GI Bill)
- ☐ Request DD214 or NOBE (active duty will have NOBE)

When will I start receiving my money?

- ☐ Chapter 33 benefits tuition comes to the school
- ☐ Funds are dispersed from the VA to account established during application process for chapter 33 benefits for book stipend and housing allowance.
- ☐ Chapter 1606 or 1607 (call monthly to verify enrollment 1-877-823-2378). Funds will be dispersed to account established during application process.

- ☐ Chapter 35 monthly funds go to account established during application process.
- ☐ Upon certification by the school certifying official, the student can obtain payment status through VA student hotline at 1-888-442-4551. This can normally occur 3-5 days after certification.

How many months of benefits do I have remaining?

- ☐ Student must call to find how many months they have left through the student hotline at 1-888-442-4551 or at va.gov.

What if I don't know what I want to major in or pursue as a career?

- ☒ Review Major/Career Exploration tools at www.utm.edu/careers
- ☐ Call (731.881.7712) Career Planning & Development to schedule a career counseling appointment

How do I find a part-time job or internship?

Review Resume Writing and Veteran Job Search Tips at www.utm.edu/careers

- ☐ Call (731.881.7712) Career Planning & Development to schedule a resume review
- ☐ Create a Handshake account (access via UTM portal) to access part- and full-time job and internship positions, sign-up for on-campus interviews and view upcoming career events

Office of Veteran Services

Thank you for Service!

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