






Applying for Veterans Benefits

A USF Guide for Dependents/Spouses of Veterans

Prospective Dependent/Spouse:

The information that appears below will aid you in applying for federal veteran’s benefits and other federal and state assistance at USF. This guide will help you through the process and keep you and your benefits on track.

Step	Instructions
<ul style="list-style-type: none"> • Apply for Admission 	<ul style="list-style-type: none"> • Click this link to apply for Admission
<ul style="list-style-type: none"> • Request Academic Transcripts 	<ul style="list-style-type: none"> • If you are a freshman entering a college or university for the first time—request that your high school transcript be sent to University of St. Francis. • If you have previously attended a college or university request academic transcripts from all previously attended colleges be sent to University of St. Francis.
<ul style="list-style-type: none"> • Take any required placement tests given at your intended college or university • Register for your classes 	<ul style="list-style-type: none"> • Meet with an academic advisor prior to this step. • Ensure you have declared a major and that you only register for classes that are required for your degree objective. • Ensure you contact the Veterans Certifying Official (VCO) before you make any changes to your schedule—this will prevent potential overpayments with the VA.
<ul style="list-style-type: none"> • Complete any materials/requests given to you by Admissions/Business Office/Financial Aid Services/Health Services 	<ul style="list-style-type: none"> • Keep up with these requests by going to My USF Portal to see if you have messages or additional requirements pending.
<ul style="list-style-type: none"> • Complete any deferred payment materials required by your intended college or university 	<ul style="list-style-type: none"> • Even though you may be covered by GI Bill or other forms of assistance, make sure you complete any required deferred payment plans (or similar documents) so the Business Office knows how you will pay your bill.
<ul style="list-style-type: none"> • Your sponsor needs to 	<ul style="list-style-type: none"> • If you will be applying for federal VA benefits, your sponsor

<p>transfer his/her benefits to you, the student</p> 	<p>must first complete the transfer of benefits process. Click this link to go directly to the site.</p> <ul style="list-style-type: none"> • At the bottom of the page, click on “Transfer Your Education Benefits in milConnect” • Complete the process. • Click this link to go to a .pdf document that will explain the transferability process in detail.
<ul style="list-style-type: none"> • Apply on VA eBenefits 	<ul style="list-style-type: none"> • Click this link to go to the eBenefits site. <i>(eBenefits is the VA veteran information portal that can provide you with information on your remaining VA education benefit entitlement, enrollment certification information and payment schedules.)</i> • Forward the printout showing your remaining entitlement to the Veterans Certifying Official (VCO).
<ul style="list-style-type: none"> • Send supporting documents to the Veterans Certifying Official (VCO) 	<ul style="list-style-type: none"> • Transfer of Benefits acknowledgement from DoD • Certificate of Eligibility (COE) resulting from your application for VA benefits (normally 3-4 weeks after application)
<ul style="list-style-type: none"> • File your FAFSA 	<ul style="list-style-type: none"> • Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to determine if you qualify for other federal or state financial assistance • The school code for University of St. Francis is 001664