# Student Veteran’s Checklist for Admission

**REVIEWERS**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
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<tbody>
<tr>
<td>Subject Matter Expert (SME)</td>
<td>Joseph Bochantin</td>
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<tr>
<td>Veterans Services Coordinator / SME</td>
<td>Weston Polaski</td>
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<tr>
<td>Registrar</td>
<td>Daniel Weber</td>
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<tr>
<td>DEPARTMENT</td>
<td>Office of Enrollment Services – Veterans Services</td>
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</tbody>
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**CHANGE HISTORY**

<table>
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<tr>
<th>CHANGE NUMBER</th>
<th>ISSUE DATE</th>
<th>REASON FOR CHANGE</th>
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<tbody>
<tr>
<td>Revision 1</td>
<td>3/03/2015</td>
<td>Formalized Document and removed Reference Section and added a standard number and bulleting format.</td>
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1. **Veterans Services**

   **NOTE:** Meet with Veterans Admissions Outreach Specialist (Recommended prior to applying to NEIU; otherwise, as soon as application is submitted).

   - Meet with the Veterans’ Service Office.
     - Appointments (Preferred) – to make an appointment, call:
       - Veterans Admissions/Outreach Specialist – Joe Bochantin
         (773) 442-4028  email: j-bochantin@neiu.edu
       - Veterans Services Coordinator – Weston Polaski
         (773) 442-4005  email: w-polaski@neiu.edu
       - Front Desk – (773) 442-4070.
       **NOTE:** If you need to meet outside of our normal business hours, please contact our Veterans Admissions/Outreach Specialist.
     - Walk-ins (Open Door Policy) – The Veterans Services Office is open Monday through Friday, 8:30 A.M. to 4:30 P.M.

2. **Apply to Northeastern Illinois University (NEIU)** – Application fee is not waived for veterans except for mitigating circumstances.

   - Apply online at [www.neiu.edu/admissions](http://www.neiu.edu/admissions)

   - Fill-out a paper application and submit it to Enrollment Services – D-130.
     - Include your social security number if you plan on using military educational benefits (Required).
     - Your home of record is where you resided prior to joining the military (Even though you were stationed somewhere for “x” amount of years, you can still hold your Illinois residency. So, remember to include on your application that you are, in fact, an Illinois resident).

3. **Request official transcripts from all schools you have attended, college courses, as well as your military transcript.**

   **NOTE:** All transcripts must be official and received in a sealed envelope.
Send Transcripts to:
Northeastern Illinois University
ATTN: Admissions Office
5500 North St. Louis Avenue
Chicago, IL 60625

Order military transcripts for your time in service. Your MOS, Rating, or AFSC may also be worth college credit.
- USA, USN, USMC, & USCG: https://www.jst.doded.mil

Include a copy of your DD214 – Member 4 with the application (a minimum of 4 credits are given for military service).

ACT or SAT scores are required if you are under 21 years of age.
High school transcripts are not required if you have completed 24 hours of college coursework.

4. After Admission.
   - Placement Tests
     - Freshmen with Math ACT scores of 21 or less are given the Basic Math Placement Test. The Basic Math Placement Test is one hour consisting of a thirty minute test in Elementary Algebra and a thirty minute test in Intermediate Algebra. Students with Math ACT scores of 22 or higher are given the Advanced Math Placement Test. The Advanced MPT is one hour consisting of a thirty minute test in Intermediate Algebra and a thirty minute test in Pre-Calculus.
     - Freshmen who do not submit ACT scores must take the Basic MPT.
     - Freshmen who receive a score of ‘3’ or higher on the AP Calculus test are not required to take either version of the MPT.
     - Transfer students who have not successfully completed college-level coursework in mathematics at their prior institution are required to take the Math Placement Test. The exceptions to this policy are:
       - Transfer students who receive a grade of ‘C’ or better in Intermediate Algebra at their transfer institution. However, since Intermediate Algebra is not a college-level course, they will be required to provide proof of course completion, in the form of a transcript to the Mathematics Department in order to obtain permission to register for additional math courses at NEIU.
       - Transfer students who have submitted their ACT scores can be placed into a math course based solely on their ACT math score.
   - Registration for the Placement Tests.
     - Registration for all Placement Tests can be done in person at Testing Services located on the 5th floor of the C Building, by calling at 1-773-442-5293, or via email to testingservices@neiu.edu. Please refer to the current Math and English Placement Test schedule for the testing dates. Any cancellations or changes must be made 48 hours in advance. A student who fails to appear 3 times for his/her appointed
time will not be eligible for further registration of the test but will have to rely on walk-in availability.

- Placement Test Results and Interpretation. Math and Reading Results will be available approximately 1 week after the test. Writing Results will be available approximately 2 weeks after the test. Students may get their results in one of three ways:
  - During Orientation: New students attending orientation will meet with an Academic Advisor who will have their results.
  - Via NEIUport: Your results will be available through your NEIUport account.
    - Go to the Current Student Tab.
    - In the Registration Tools channel, click on View Test Scores.
  - In Person: Students may come in person with a photo ID to Testing Services located on the 5th floor of the C Building, open Monday-Thursday 8 am-5 pm and Friday 8 am-4 pm. **IMPORTANT NOTE: Test results MAY NOT be given over the phone or by email, only the methods above.**

- Sign-up and attend an orientation.
  - Transfer Student Orientation: Student orientation programs will help you become acquainted with NEIU and make your life easier as a transfer student. Transfers are not required to attend an orientation session however attending an orientation session will greatly assist you in learning more about the various services available at NEIU such as financial aid, health services, student insurance, parking, registration questions and much more. These sessions are designed to provide you with important information to ease your transition and to help you meet people across campus who can serve as a resource for you. Newly admitted transfers can register for classes prior to attending an orientation session (please see Step 1 for Transfers above). You can register for Transfer Orientation by contacting the Dean of Students Office at (773) 442-4610.
  - Freshman Orientation: Student orientation programs will help you become acquainted with NEIU and to make your life easier as a first-year student. Freshmen must attend an orientation session in order to register for classes, meet with an advisor, register for parking, receive your student ID card, and learn more about student services at NEIU. Registration for Orientation is $65 for summer. You can register for Orientation by contacting the New Student and Family Programs at (773) 442-5476. Questions can also be directed to orientation@neiu.edu.

- Apply for Financial Aid (FAFSA): The FAFSA is used to determine eligibility for grants, scholarships, and loans. Applying for aid does not require you use all types. Grants are automatically awarded; loans must be requested after completing FAFSA. It is recommended a student meet with a Financial Aid Counselor if they are interested in loans.
  - FAFSA is applied for online at www.fafsa.ed.gov. This application is free and should not cost money for a student to submit.
o Students are able to use Pell Grant alongside their military educational benefits.

o GI Bill educational benefits as well as VA disability benefits are not counted as income towards determining eligibility for financial aid.

o ILLINOIS PRIORITY FILE DEADLINE: February 15: The Priority File Deadline is used to determine the eligibility for campus-based assistance at NEIU since these funds generally exhaust prior to the award year. To determine whether a student is eligible to receive the Illinois Monetary Award Program (IMAP), Supplemental Education Opportunity Grant (SEOG), Federal Work Study (FWS) or Carl D. Perkins Student Loan; the date of FAFSA submission is considered along with the Expected Family Contribution (EFC).

- Advising Center: Academic advisors provide academic and developmental advising for all undergraduate students who have not declared majors. Students remain with their academic advisor until they declare a major, at which time the major department will assign a major advisor. A special academic advisor is available for students interested in pre-law and pre-professional health sciences programs.
  
o If you are transferring less than 60 credit hours or are undecided as to your major, you should meet with an advisor in the Academic Advisement Center.
  
o If you have earned an A.A. or an A.S. degree and have already decided upon your major, we urge you to meet with an advisor in your intended major department.
  
o The Academic Advisement Center is located on the lower level of Lech Walesa Hall, west side, in room LWH 0027. Staff advisors at the Advising Center are available on a walk-in basis, Monday through Thursday from 8:00 am to 3:30 pm and Friday from 8:00 am to 1:15 pm. To see an advisor after 4:00 pm, please schedule an appointment by calling (773) 442-5470. For any other information, visit the Academic Advisement Center website.

- Register for Classes through NEIUport:
  
o To be able to register you must have an active NEIUport account. To activate your account call the help desk at 773-442-4357. After registering for your courses you MUST fill out and turn in the NEIU Semester Enrollment Form in order for your benefits (Federal, State, and Tuition Assistance) to be processed. The form should be turned in as soon as you register. The NEIU Semester Enrollment Form MUST BE DONE EVERY SEMESTER and is available on the Veteran Services page at neiu.edu and also in the reception area of Building D, Room D-130.
  
o The NEIU Semester Enrollment Form can be scanned and emailed, faxed, or dropped off in Building D, Room D-130.

NOTE: Please keep in mind that NEIU has three campus locations — Main Campus, El Centro, and CCICS. Classes can also be attended online. Please check to see which location might be more convenient for you.

Remedial classes (below 100 level) being pursued online cannot be certified through the VA.
Parking Application:
- Verify that the parking fee is included on the student bill.
- Complete the online permit/vehicle registration process through the student portal on NEIUport under the “Current Student” tab.
- Check the status of your permit online at: www.neiu.edu/parking.
- Once the permit is available it will be located in the parking office on the ground floor of the parking garage.
- During the first week of the semester the parking permit will be handed out in the Village Square.

Military Service Pass, U-Pass waiver, and Student Health Insurance waivers.
- Military Service Pass & U-Pass Waiver: For those still on active duty, actively drilling, or have 10% or higher disability rating are eligible for a military service pass. The military service pass allows an individual to travel free of cost on the CTA buses and CTA trains. For those Veterans that fit this criteria and whose benefits may not cover all of their fees, it is in their best interest to obtain this pass in order to lower their semester’s bill. After obtaining a military service pass please bring it to the Veterans Services Office RM D130 so that it may be copied and have the U-Pass fee waived. Deadline to have the U-Pass waived is prior to the end of the drop period for the current semester. For information on obtaining a military service pass, see one of Veterans Services personnel.
- For those students who have another form of health insurance and do not get the entire bill paid for by their veteran’s benefits it is their best interest to get the student health insurance waived. To waive the insurance go to the D-Building Room 101 and obtain an insurance waiver form. You will also need you health insurance card as well as a form of ID in order to have the fee waived. Bring the completed form, insurance card, along with another form of ID to the cashier’s window. The deadline to have the student health insurance waived is prior to the end of the drop period for the current semester.

Submit all paperwork to the Veterans Services Office
- Copy of DD214 – Member 4 (from all periods of service).
- Certificate of Eligibility (COE) from the VA for the GI Bill (Post-911, Montgomery), Reservists / National Guard members must submit N.O.B.E. (Notice of Basic Eligibility)
- Letter of Approval (LOA) for Illinois Veterans Grant (IVG) or Illinois National Guard Grant (ING).
- Transfer students will need to complete and turn into the office the “Request for Change of Program/Place of Training VA Form 22-1995 (We cannot process requests for certification without a VA Form 22-1995 on file).

5. Checklist for using Military Educational Benefits:
- Apply for V.A. educational Benefits.
  - For the GI Bill fill out the application at http://www.vabenefits.vba.va.gov/vonapp or fill out VA Form 22-1990 and submit it.
Create an account and enter the application information. At this point, you must determine if you will be using the Montgomery GI Bill (Chap. 30) or the Post 9-11 GI Bill (Chap. 33). If you have not met with the Veteran Services Office, do so **before** applying for GI Bill benefits. You must choose a GI Bill and are not allowed to change once your application is processed. A student needs to know the overall educational goal and how their benefit usage affects that goal, be sure to make an informed decision **prior** to applying for your benefits.

Once you receive a Certificate of Eligibility (COE), you must submit a copy to the Veterans Services Office.

If you receive any letters from the VA regarding your application for benefits and you do not understand what the VA requires of you, bring a copy of the letter to the Veteran Services Office for assistance. We are here to help.

- **Apply for Illinois Veterans Educational Benefits at the Illinois Student Assistance Counsel website – isac.org.**
  - If you were an Illinois resident when you were on active duty, held Illinois as your home of record, have at least one year of honorable service and returned to Illinois within 6 months of your discharge, you may be eligible for the Illinois Veterans Grant (IVG).
    - Submit all copies of your DD214s along with your application. All periods of service must be included, regardless of their duration.
    - Qualifying applicants do not have to re-apply every year; the Illinois Veterans Grant never expires.
  - If you are a member of an Illinois National Guard Unit, you may be eligible for the Illinois National Guard Grant (ING).
    - Qualifying applicants must reapply for the benefit every July 1st, but no later than October 1st to be considered for the entire year.

**NOTE:** For IVG – veterans must submit their ISAC Letter of Approval their first semester utilizing the benefit. For ING – approval letters are required every year.