



Center for Veterans and Military Families Enrollment Checklist

Please contact [RMU Admissions](#) if you have not yet applied for admission

VETERAN or SERVICE MEMBER USING POST 911 BENEFITS

- Has not used VA educational benefits- [VA form 22-1990](#) (found under "how to apply")
- [Apply for FAFSA](#) through RMU Financial Aid
- [Submit joint service transcripts](#) to Admissions Counselor
- Submit your COE (certificate of eligibility) or Benefits Statement to CVMF
- [Complete SET waiver](#), submit to CVMF (undergrad students only, form found under "important resources")
- Submit DD Form 214 or orders with SET waiver to CVMF (undergrad students only)
- Register for student [va.gov account](#) (you will manage your VA educational benefits through this account)
- Review your [monthly attendance verification obligation](#)
- Submit [enrollment verification \(EV\)](#) form (required for RMU certification and can be found under "important resources")
- Register for CVMF Orientation (CVMF will send an invite)
- Review the [CVMF webpage](#) important resources and FAQs
- Check [RMU health insurance](#) (you have to opt out of RMU insurance if you do not wish to receive it)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news

DEPENDENT THAT RECEIVED TRANSFERRED POST 911 BENEFITS

- Has not used VA educational benefits- [VA form 22-1990](#) (found under "how to apply")
- [Apply for FAFSA](#) through RMU Financial Aid
- Submit your COE (certificate of eligibility) or DOD authorization letter from veteran to CVMF
- Register for student [va.gov account](#) (you will manage your VA educational benefits through this account)
- Review your [monthly attendance verification obligation](#)
- Submit [enrollment verification \(EV\)](#) form (required for RMU certification and can be found under "important resources")
- Register for CVMF Orientation (CVMF will send an invite)
- Review the [CVMF webpage](#) important resources and FAQs
- Check [RMU health insurance](#) (you have to opt out of RMU insurance if you do not wish to receive it)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news

DEPENDENT (CHAPTER 35- DEA BENEFIT)

- Has not used VA educational benefits- [VA form 22-5490](#) (found under "how to apply")
- Has used VA educational benefits- [VA form 22-5495](#) (found under "how to apply")
- [Apply for FAFSA](#) through RMU Financial Aid
- Submit your COE (certificate of eligibility) to CVMF
- Register for student [va.gov account](#) (you will manage your VA educational benefits through this account)
- Submit [enrollment verification \(EV\)](#) form (required for RMU certification and can be found under "important resources") and include the veteran's SS#, the VA requires RMU to submit the veteran SS# into the VA system to process DEA benefits
- Register for CVMF Orientation (CVMF will send an invite)
- Review the [CVMF webpage](#) important resources and FAQs
- Check [RMU health insurance](#) (you have to opt out of RMU insurance if you do not wish to receive it)
- Once enrolled download the RMU app
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FRY SCHOLARSHIP RECIPIENT

- Apply using [VA form 22-5490](#)
- [Apply for FAFSA](#) through RMU Financial Aid
- Register for student [va.gov account](#) (you will manage your VA educational benefits through this account)
- Submit your COE (certificate of eligibility) to CVMF
- Submit [enrollment verification \(EV\)](#) form (required for RMU certification and can be found under "important resources")
- Register for CVMF Orientation (CVMF will send an invite)
- Review the [CVMF webpage](#) important resources and FAQs
- Check [RMU health insurance](#) (you have to opt out of RMU insurance if you do not wish to receive it)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news

GUARD/RESERVE- not all boxes may apply to you, please read carefully

- Has not used VA educational benefits- [VA form 22-1990](#) (found under "how to apply")
- Notify CVMF if using tuition assistance (details in the below TA box)
- [CCAF students](#) review GEM program
- [Apply for FAFSA](#) through RMU Financial Aid
- [Submit joint service transcripts](#) to Admissions Counselor
- Submit your COE (certificate of eligibility) to CVMF if using VA educational benefits
- [Complete SET waiver](#), submit to CVMF (undergrad students only, form found under "important resources")
- Submit DD form 2384 (NOBE) with SET waiver to CVMF (undergrad students only)
- Register for student [va.gov account](#) (you will manage your VA educational benefits through this account)
- Submit [enrollment verification \(EV\)](#) form if using benefits (required for RMU certification and can be found under "important resources") and check if using [EAP](#)
- Review [WAVE user guide](#) (you must verify your attendance monthly)

- Register for CVMF Orientation (CVMF will send an invite)
- Review the [CVMF webpage](#) important resources and FAQs
- Check [RMU health insurance](#) (you have to opt out of RMU insurance if you do not wish to receive it)
- Once enrolled download the RMU app
- Follow the CVMF on Facebook, Instagram and/or Twitter for Center updates and news

Tuition Assistance (TA)

- TA can assist in paying for your tuition. TA is approved and administered by your service base. Please start by contacting your base education officer.
- TA pays out \$250 per credit towards your tuition. TA will not cover your full tuition cost at RMU and you will be left with an out of pocket cost. Please refer to [RMU's tuition rates](#) to calculate your total cost of attendance.
- Links for TA information per branch:
 - [Army](#) (enter Tuition Assistance in the search bar)
 - [Air Force](#) (enter Tuition Assistance in the search bar)
 - [Navy](#) (click on the red box on the right labeled Tuition Assistance/NCSPACE)
 - [Marines](#)
 - [Coast Guard](#)

- Request TA by connecting with your base Education Officer/Retention Officer
- Follow the directions for creating a profile in the respective TA platform per your branch of service (make sure the course title and course dates match with what is on your RMU schedule)
- Once you receive your TA approval form, please complete the [CVMF Tuition Assistance Form](#) or contact Jodi Hample to submit a copy of your TA approval form, hample@rmu.edu, 412-397-5498.

RESOURCES

- [VA Educational Benefits explanations](#)
- [VR&E information](#)
- [Edith Nourse Rogers STEM Scholarship](#)
- [RMU Military Experience Credit](#)