



## Center for Veterans and Military Families Enrollment Checklist

**VETERAN or SERVICEMEMBER:  
-has not used educational benefits-**

- VA Form 22-1990  
<https://www.va.gov/vaforms/>
- Complete RMU application process  
<https://www.rmu.edu/>
- Submit any military joint service transcripts to RMU <https://jst.doded.mil/official.html>
- Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>
- DD Form 214 member copy 4 or Copy of Orders (undergrad students only)
- Complete SET Waiver to CVMF (undergrad students only)
- Register for eBenefits (Chapter 33)  
<https://www.ebenefits.va.gov/ebenefits/homepage>
- COE (certificate of eligibility) to CVMF
- Enrollment verification form to CVMF
- \*Check Health Insurance
- Once enrolled download the RMU app

**VETERAN or SERVICEMEMBER:  
-has previously used educational benefits-**

- VA Form 22-1995  
<https://www.va.gov/vaforms/>
- Complete RMU application process  
<https://www.rmu.edu/>
- Submit any military joint service transcripts to RMU <https://jst.doded.mil/official.html>
- Submit previous educational transcripts to RMU
- Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>
- DD Form 214 member copy 4 or Copy of Orders (undergrad students only)
- Complete SET Waiver to CVMF (undergrad students only)
- Register for eBenefits (Chapter 33)  
<https://www.ebenefits.va.gov/ebenefits/homepage>
- COE (certificate of eligibility) to CVMF
- Enrollment verification form to CVMF
- \*Check Health Insurance
- Once enrolled download the RMU app

**DEPENDENT/SPOUSE THAT RECEIVED  
TRANSFERRED BENEFITS:  
-has not used educational benefits-**

- VA Form 22-1990e  
<https://www.va.gov/vaforms/>
- Complete RMU application process  
<https://www.rmu.edu/>
- Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>
- Copy of DoD (Department of Defense) authorization letter from veteran to CVMF
- Register for eBenefits (Chapter 33)  
<https://www.ebenefits.va.gov/ebenefits/homepage>
- COE (certificate of eligibility) to CVMF
- Enrollment verification form to CVMF
- \*Check Health Insurance
- Once enrolled download the RMU app

**DEPENDENT/SPOUSE THAT RECEIVED  
TRANSFERRED BENEFITS:  
-has previously used educational benefits-**

- VA Form 22-1995  
<https://www.va.gov/vaforms/>
- Complete RMU application process  
<https://www.rmu.edu/>
- Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>
- Copy of DoD (Department of Defense) authorization letter from veteran to CVMF
- Register for eBenefits (Chapter 33)  
<https://www.ebenefits.va.gov/ebenefits/homepage>
- COE (certificate of eligibility) to CVMF
- Enrollment verification form to CVMF
- \*Check Health Insurance
- Once enrolled download the RMU app

**DEPENDENT (Chapter 35):  
-has not used educational benefits-**

\_\_\_ VA Form 22-5490  
<https://www.va.gov/vaforms/>  
(apply using veteran's file number, not SSN)  
\_\_\_ Complete RMU application process  
<https://www.rmu.edu/>  
\_\_\_ Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>  
\_\_\_ COE (certificate of eligibility) to CVMF  
\_\_\_ Service member's file # (SS#) to CVMF  
\_\_\_ Enrollment verification form to CVMF  
\_\_\_ \*Check Health Insurance  
\_\_\_ Once enrolled download the RMU app

**DEPENDENT (Chapter 35):  
-has previously used educational benefits-**

\_\_\_ VA Form 22-5495  
<https://www.va.gov/vaforms/>  
\_\_\_ Complete RMU application process  
<https://www.rmu.edu/>  
\_\_\_ Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>  
\_\_\_ COE (certificate of eligibility) to CVMF  
\_\_\_ Service member's file # (SS#) to CVMF  
\_\_\_ Enrollment verification form to CVMF  
\_\_\_ \*Check Health Insurance  
\_\_\_ Once enrolled download the RMU app

**FRY SCHOLARSHIP:  
-has not used educational benefits-**

\_\_\_ VA Form 22-5490  
<https://www.va.gov/vaforms/>  
\_\_\_ Complete RMU application process  
<https://www.rmu.edu/>  
\_\_\_ Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>  
\_\_\_ COE (certificate of eligibility) to CVMF  
\_\_\_ Enrollment verification form to CVMF  
\_\_\_ \*Check Health Insurance  
\_\_\_ Once enrolled download the RMU app

**FRY SCHOLARSHIP:  
-has used educational benefits-**

\_\_\_ VA Form 22-1995  
<https://www.va.gov/vaforms/>  
\_\_\_ Complete RMU application process  
<https://www.rmu.edu/>  
\_\_\_ Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>  
\_\_\_ COE (certificate of eligibility) to CVMF  
\_\_\_ Enrollment verification form to CVMF  
\_\_\_ \*Check Health Insurance  
\_\_\_ Once enrolled download the RMU app

**GUARD/RESERVE:**

\_\_\_ Notify CVMF if using TA (tuition assistance)  
\_\_\_ Notify CVMF if using EAP (PA National Guard)  
\_\_\_ VA Form 22-1990 (to use VA educational benefits)  
<https://www.va.gov/vaforms/>  
\_\_\_ Complete RMU application process  
<https://www.rmu.edu/>  
\_\_\_ Submit any military joint service transcripts to RMU <https://jst.doded.mil/official.html>  
\_\_\_ Apply for FAFSA  
<https://studentaid.ed.gov/sa/fafsa>  
\_\_\_ DD Form 2384 to CVMF (undergrad students only)  
\_\_\_ Complete SET Waiver to CVMF (undergrad students only)  
\_\_\_ COE (certificate of eligibility for VA educational benefits) to CVMF  
\_\_\_ Enrollment verification form to CVMF if using VA educational benefits  
\_\_\_ \*Check Health Insurance  
\_\_\_ Once enrolled download the RMU app

**RESOURCES:**

VA Educational Benefits explanations:  
[https://www.benefits.va.gov/gibill/education\\_programs.asp](https://www.benefits.va.gov/gibill/education_programs.asp)  
VA comparison tool:  
<https://www.va.gov/gi-bill-comparison-tool/>  
Voc Rehab information:  
<https://www.benefits.va.gov/vocrehab/index.asp>  
Robert Morris University CVMF:  
<https://rmu.edu/about/military>  
RMU Credit Military Experience:  
[https://www.rmu.edu/sites/default/files/user\\_files/credit\\_for\\_life.pdf](https://www.rmu.edu/sites/default/files/user_files/credit_for_life.pdf)  
PA National Guard EAP:  
<https://www.pa.ng.mil/Offices-Programs/Education-Services/Education-Assistance-Program/>  
Military Tuition Assistance:  
<https://www.dantes.doded.mil/FinancialAid/MilitaryTuitionAssistance.html>  
\*RMU Student Health Insurance:  
<http://studentlife.rmu.edu/student-health-services/student-insurance>