



Apply With Our Free, [Online Application](#)

- Complete Admissions requirements shown in your MyMotlow account.
- Request your official high school transcripts and transcripts from **ALL** colleges and universities previously attended.
- Fill out and sign the New Student Veteran Packet found in MyMotlow under the Student tab → Admissions and Records Forms → New Veteran Packet.

Submit DD214 Member Copy 4

- Those still serving can submit a recent LES (Leave and Earnings Statement).
- Certain National Guard and Reservists will need to submit a NOBE (DD Form 2384-1).

Request Military Transcripts

- Army, Coast Guard, Navy, and Marine Corps Veterans request Joint Service Transcripts (JST) be sent to Motlow State from jst.doded.mil/jst/.
- Air Force Veterans request transcripts from the [Community College of the Air Force](#).

Apply for Veteran Educational Benefits

- Start by completing your [application](#) with VA.
- The Motlow State VA Coordinator can help you determine which benefit you are eligible for.

Apply for Financial Aid

- We encourage you to apply for [financial aid](#) and Motlow State [Scholarships](#), but it is optional.
- More information on applying for financial aid can be found [here](#).

Submit Your Certificate of Eligibility

- Your COE should be submitted your first semester at Motlow State and upon request from the VA Certifying Official thereafter. The VA may send this by email or by regular mail.



Every VA File Must Include:

- New Veteran Packet.
- Certificate of Eligibility.
- Additional items will vary depending on the type of benefit used.

To Use VA Benefits Towards Your Classes:

- We recommend meeting with a Veteran Success Coach to develop a plan towards graduation.
- The VA will only pay for classes needed to complete an approved program of study leading to an approved associate degree or eligible certificate listed in the Motlow State catalog.

Register for Classes

- First time students may do this at a scheduled orientation. Transfer students can register for classes themselves once all admissions requirements are complete.
- Complete the **Deferment Request for Students Receiving VA Education Benefits** each semester.
- Keep the Motlow State VA Coordinator informed of any changes to your course schedule.