



## FIRST TIME VETERAN OR DEPENDENT STUDENT

(If you will be starting classes at Lake Superior State University for the first time in a future semester and **HAVE NOT** been enrolled at LSSU or any other Institution of Higher Learning.)

Welcome to Lake Superior State University! We are honored to welcome veterans, military service members from all branches, and their dependents to our Campus. We are here to support your success and help provide a seamless transition from military service to college life. We value the unique perspective, intellectual diversity, and experience that you will bring to the classroom.

### Checklist for Success

- 1) Apply to LSSU: If you have not yet completed your application, please complete the [online application](#). For questions regarding your application, please contact the Admissions Office at 906.635.2231 or [admissions@lssu.edu](mailto:admissions@lssu.edu).
- 2) Complete your VA Benefits Application: After your acceptance to Lake State, your first step in utilizing your GI Bill® Education benefits is to complete your [VA Benefits Application](#). This will prompt the Department of Veterans Affairs to review your file to determine your eligibility.
- 3) Certificate of Eligibility (COE): After the Department of Veterans Affairs reviews your application, you will be sent a COE. Please submit a current copy of your COE letter (usually received within 30 days of submitting your application) to the VA Certifying Official at Lake Superior State University, or stop by the Registrar's Office, located in the Fletcher Center.  
**PLEASE NOTE:** Eligibility for VA Education benefits rests solely with the VA. You may contact them with any questions by calling 888-442-4551.
- 4) Apply for Financial Aid: In addition to GI Bill® Education Benefits, you may be eligible for federal financial aid, including grants and scholarships. It is strongly recommended that you complete your [FASFA](#) for the upcoming academic year. Even if you are covered by military benefits, this could open up other scholarship opportunities and financial assistance. For questions regarding your FASFA or financial aid, please contact LSSU's Financial Aid Office at 906.635.2678 or [finaid@lssu.edu](mailto:finaid@lssu.edu).
- 5) Submit your U.S. military transcripts (if applicable): LSSU generally follows the guidelines of the American Council of Education (ACE) in evaluating military credit to award direct course equivalencies and general elective credits. For those that served/are serving in the U.S. Army or National Guard, U.S. Coast Guard, U.S. Marine Corps, or U.S. Navy, please visit the [Joint Services Transcript](#) website for information on how to send your military transcripts to LSSU. For members of the U.S. Air Force or the U.S. Space Force, visit the [Community College of the Air Force](#) website to obtain information on sending your military transcripts to LSSU.

6) Sign up for Orientation: Once you are accepted to LSSU, you will need to sign up for an [orientation program](#), where you will meet with your advisor, register for classes, and learn tips on how to be successful at Lake State. You can also meet with the VA Certifying Official or any other department (i.e. Financial Aid) with any questions you may have.

7) Complete the VA Course Certification Request Form: The [VA Course Certification Request Form](#) serves as your request to use GI Bill® Education benefits for the upcoming semester. Once you have registered for classes, this form must be submitted to the VA Certifying Official each semester (including summer) in which you wish to use your GI Bill® Education benefits.

8) Manage your Veterans Education benefits: If you need to review your VA payment history, check your benefits, or change your VA direct Deposit information, you can visit the [Department of Veterans Affairs' website](#).

9) Bill and Payment Suite: Review your bill through the Bill and Payment Suite in your Anchor Access (my.lssu.edu; Student – Tuition & Billing – Bill and Payment Suite), and note what portion of your bill will not be covered by VA Education Benefits.

**PLEASE NOTE:** Only Chapter 33 Post-9/11 and Chapter 31 (Vocational Rehabilitation and Employment) tuition and fee payments will come directly to Lake State. All other payments will come to you directly from the VA. No matter how the payment is received by Lake State (whether directly from the VA, or from you), it is your responsibility to ensure payments are received and your account is in good standing.

10) Payment Plans: For any amounts on your bill not covered by the GI Bill® Education Benefits, formulate a plan to pay this balance. Payments can be made through the Bill and Payment Suite in your Anchor Access and [Financial Aid](#) options may also be available (this is why submitting your FASFA is so important). If you need to discuss payment options, please contact LSSU's Business Office at 906.635.2600 (option 1) or [busops@lssu.edu](mailto:busops@lssu.edu).

11) Changing your schedule after certification: If you need to change your schedule at any point in the semester, please contact Jennifer McCallum at [jmccallum1@lssu.edu](mailto:jmccallum1@lssu.edu) for assistance. A reduction in your course load may result in a retroactive reduction in benefits and a debt to the VA or to LSSU. You will be responsible for paying back any and all debts to the Veteran's Administration or LSSU if an overpayment is made.

12) Active Duty Orders: If you are a current member of the U.S. Armed Forces, including reserve components and National Guard, and you receive orders that may prevent you from completing the semester, please contact Jennifer McCallum at [jmccallum1@lssu.edu](mailto:jmccallum1@lssu.edu) or 906.635.2082 as soon as possible prior to deployment.

For questions or assistance, please contact:

Jennifer McCallum, VA Certifying Official

[jmccallum1@lssu.edu](mailto:jmccallum1@lssu.edu)

906.635.2082