



MAKE YOUR VA BENEFITS APPLICATION PROCESS EASY BY USING THE FOLLOWING CHECKLIST

- Apply for Admissions to KWU**
All applicants must send official transcripts from any schools attended to the Office of the Registrar.
- Apply for VA Educational Benefits**
Fill out the VA Benefits Application at <https://www.vets.gov/education/apply/> to apply for educational benefits.
- Send the Certificate of Eligibility Letter to KWU**
The VA should send you a letter of benefit eligibility once they receive your application. This letter will state what chapter and benefits you qualify for. A copy of this letter should be turned in to the Office of the Registrar.
- Complete the Educational Benefits Form**
Fill out the Educational Benefits Form in the Office of the Registrar to confirm benefits and student information.
- Schedule a time to meet with your advisor and enroll.**
Admissions will contact you to schedule a time to meet your advisor and enroll you in classes.
- Verify your enrollment monthly with the VA**
For more information visit: benefits.va.gov/gibill

Note: Once Kansas Wesleyan receives all required documents and you have been accepted, we will put a note in your file stating you are a VA student. Any time you enroll or make changes to classes after that, we will get an automatic notification informing us of the changes. We will then send your enrollment information to the VA to certify your classes.

Thank you for your service and welcome to KWU!



Helpful Tips

- All VA forms should be submitted electronically at www.vets.gov and www.ebenefits.va.gov.
- Active duty service members should consult with their education services officer (ESO).
- For additional information and eligibility requirements, visit:
 - The Department of Veterans Affairs (VA) www.benefits.va.gov/gibill
 - KWU Veteran Benefits <https://www.kwu.edu/wp-content/uploads/VA-Educational-Benefits-Form.pdf>

Contact Us

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