ABOUT BASIC ACADEMY CLASSES

The Department of Veteran Affairs (VA) requires that Basic Academy I & II courses be reported as “clock hours” as these do not follow a standard term and require excessive lab hours.

REQUIRED PAPERWORK: FIRST TIME STUDENT

- Certificate of Eligibility (COE): from VA
- Semester Enrollment Form: from MFEC
- Current Fee Bill: available after the Academy Interview
- Program: must have Basic Academy I & II listed on Degree Audit

REQUIRED PAPERWORK: RETURNING STUDENT

- Semester Enrollment Form: complete after registration is processed
- Program: must have Basic Academy I & II listed on Degree Audit

ADDITIONAL PAPERWORK

SERVICE MEMBERS/VETS

- DD-214 (Member 4 Copy): if applicable
- Military Transcripts: ALL BRANCHES (EXCEPT AIR FORCE)
  Visit https://jst.doded.mil/jst/
  - Request an Official Joint Service Transcript
  - Create a login or use a CAC to sign-in

FOR AIR FORCE VETERANS visit www.au.af.mil/au/ccaf/transcripts.asp

TRANSFER STUDENTS

- 28-1905 Form: Updated form needed from your VA counselor

CONTACT INFORMATION

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PH (937) 512-2586 • FX (937) 512-2199

WAVE
https://gibill.va.gov/wave • (877) 823-2378