ABOUT BASIC ACADEMY CLASSES

The Department of Veteran Affairs (VA) requires that the 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 and II listed on Degree Audit

REQUIRED PAPERWORK: RETURNING STUDENT

- Semester Enrollment Form: Complete after registration is processed
- Program: Must have Basic Academy I and 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/smart/signIN.do
  - 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

- 22-1995 Form: Information needed to transfer schools

VA CONTACT INFORMATION

VA REGIONAL OFFICE – ST. LOUIS
Website: www.gibill.va.gov
Phone: (888) 442-4551

FOR CHAPTERS 1606- WAVE
Website: https://gibill.va.gov/wave/
Phone: (877) 823-2378