

New Student Checklist for Veterans & Service Members

STEP 1:

Follow the Saint Paul College [New Student Checklist](#) for application to the College. You must be accepted into a program major at the College in order to qualify for military education benefits.

STEP 2:

Request official college, university, and/or military transcripts be sent to: Student Records Office, Saint Paul College, 235 Marshall Ave, St. Paul, MN 55102 or student.records@saintpaul.edu.

- Military transcripts can be requested at <https://jst.doded.mil/official.html>.

IF YOU ARE ELIGIBLE TO RECEIVE VA EDUCATION BENEFITS

- Apply for the following VA education benefits on the [VA website](#). Your educational objective at the College must be the same as the objective you report to the VA.
 - » Chapter 33 [Post 9/11 GI Bill®](#)
 - » Chapter 30 [Montgomery GI Bill® Active Duty](#)
 - » Chapter 1606 [Montgomery GI Bill® Selected Reserve](#)
 - » Chapter 35 [Dependents' Educational Assistance](#)
 - » Chapter 31 [Veteran Readiness & Employment](#)
- If approved to receive Chapter 33, 30, 1606, or 35 benefits, submit the following documents to the VA School Certifying Official (SCO).
 - » Certificate of Eligibility (COE) – The VA will mail this document to you 2-4 weeks after you apply for benefits; it may also be available within your eBenefits account
 - Students who used Chapter 33, 30, 1606, 35, or 1606 benefits previously at another institution need to update their school and educational objective within their eBenefits account.
- If approved to receive Chapter 31 benefits, contact your Case Manager to submit the Authorization and Certification of Status form to the SCO.

IF YOU ARE ELIGIBLE TO RECEIVE TUITION ASSISTANCE (TA)

- Apply for TA as follows:
 - » **Air Force**
www.my.af.mil/gcss-af/USAF/ep/home.do
 - » **Army**
www.armyignited.com
 - » **Coast Guard** | Contact Commanding Officer for application
 - » **Marines** | Contact Commanding Officer for application
 - » **Navy**
www.navycollege.navy.mil/index.htm
- If approved to receive TA, submit the following documents to VA School Certifying Official (SCO).
 - » TA Authorization Form/Voucher (must be submitted each semester)

IF YOU ARE ELIGIBLE TO RECEIVE STATE TUITION REIMBURSEMENT (STR)

- Effective Fall 2017, service members must apply for and use TA before being considered for STR.
- Meet with your unit to complete and submit your [STR Obligation Request Form](#).

IF YOU ARE ELIGIBLE TO RECEIVE MINNESOTA GI BILL

- Apply for the Minnesota GI Bill on the [Minnesota Dept of Veterans Affairs](#) website.
- Complete the Free Application for [Federal Student Aid \(FAFSA\)](#).

contacts

for veterans and service members

If you have questions regarding application and admission to the College, please contact:

registration@saintpaul.edu

952.846.1555

If you have questions about using your military education benefits at the College and/or are ready to submit your military education documents to the College, please contact:

VA School Certifying Official (SCO)

Julie Severson

SCO@saintpaul.edu

651.403.4067

If you have questions about determining eligibility for benefits or need assistance applying for benefits, please contact:

MDVA Central Metro Regional Coordinator

Duane Bauer

duane.bauer@state.mn.us

612.310.0492

resources

for veterans and service members

Saint Paul College Veterans Center

Room 3340

veterans.center@saintpaul.edu

saintpaul.edu/VeteransServices

Saint Paul College Military Educations Benefits Website

saintpaul.edu/VeteransBenefits

U.S. Department of Veterans Affairs

www.benefits.va.gov

1.888.442.4551

Minnesota Department of Veteran Affairs

<https://mn.gov/mdva>

1.888.546.5838

Note: Underlined texts are hyperlinks, click for more information, resources, and handouts.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.350.3008 or AccessResources@saintpaul.edu. Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State. 6/18/25