



northern ~~State~~ university

**Northern State University Veteran Services**  
**1200 South Jay Street**  
**Dacotah Hall #103B**  
**Aberdeen, SD 57401**  
**(605) 626-2545**

You have inquired about your military education benefits. Before we can process your certification, we need the following information from you:

1. Go to vets.gov (<https://www.vets.gov/education/apply/>) to submit 1 of the following forms:

\_\_\_\_\_ 22-1990 – Application for VA Education Benefits (can submit without DD-214 or NOBE initially)

\_\_\_\_\_ 22-1995 – Request for Change of Program or Place of Training (Only *transfer students* who were using benefits at their previous school.)

2. The VA will send you a Certificate of Eligibility letter. Submit a copy of the letter to Dacotah Hall #103B along with the following (you can send in what you have and send the rest as you get them):

\_\_\_\_\_ Veteran Information Sheet (enclosed)

\_\_\_\_\_ **Copy of your DD-214(s) if applicable**[MCM1]

\_\_\_\_\_ **NOBE**[MCM2] (Notice of Basic Eligibility) from your unit or Certificate of Eligibility received from the VA after applying for benefits (**NG/RC Chp 1606 & 1607 only.**)

\_\_\_\_\_ Residency Application & supporting documents - **Chapter 33 only**, *If not classified as a resident of South Dakota, you must fill out a Residency Application & provide supporting documents to receive the In-State Tuition rate as applicable under the Choice Act.*

\_\_\_\_\_ Other \_\_\_\_\_

3. Request an official military transcript (JST) be sent to the NSU Registrar at 1200 S. Jay St. Aberdeen, SD 57401.

Army, Navy, Coast Guard and Marines request at:

<https://jst.doded.mil/smart/signIn.do%3Bjsessionid=a07ddab6307d7c866795bb44041529427c>

Air Force request at: <http://www.airuniversity.af.mil/Barnes/CCAF/>

4. After you have registered for classes, email me ([carlee.miller@northern.edu](mailto:carlee.miller@northern.edu)) so that I can certify your classes.

**If you make any changes to your schedule** throughout the semester, you need to contact the Veterans Services Office. Changes to your schedule may increase or decrease your benefits.

If you have any questions, please feel free to contact our office. Thank you for your service!

*Carlee Miller | School Certifying Official | Veterans Services, Registrar's Office | 605-626-2545*