



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, you will need to do the following:

1. Go to <https://www.va.gov/education/how-to-apply/> to apply.

You can apply for a **new benefit** (meaning you have **never used benefits before**):
 Application for VA Education Benefits (can submit without DD-214 or NOBE initially)

OR

You can apply to **update which school you will be using the benefits at** (transfer students only):
 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 in the mail 6-8 weeks later.
Submit a copy of the Certificate of Eligibility 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

_____ NOBE (Notice of Basic Eligibility) from your unit (**NG/RC Chp 1606 & 1607 only.**)

—OR—

Certificate of Eligibility received from the VA after applying for benefits.

_____ 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/official.html>
 (Say “Yes” to the security prompts your browser will give you – the DoD almost always has expired security certificates.)

Air Force request at: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

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