



MOUNT MERCY UNIVERSITY

Military Benefits Guide

Steps to take if you are using **GI BILL® BENEFITS:**

STEP 1

If you have not done so already, apply for benefits at this link: <https://www.va.gov>. Please note it may take several weeks for the VA to process your application.

STEP 2

Provide the Registrar's Office with a copy of your Certificate of Eligibility and DD214 before you begin classes at Mount Mercy. These documents provide the information needed for the Registrar's Office to appropriately report your education status to the VA. (You may already possess copies of these forms from previous applications. Please submit what you have or contact the VA at <https://www.va.gov/education/> to get another copy.) We will not be able to certify your enrollment without appropriate paperwork.

STEP 3

You may e-mail, fax, mail or hand deliver these document to our office. Our contact information can be found at the end of this guide.

STEP 4

Apply for Federal Student Aid through <http://www.fafsa.ed.gov/>

STEP 5

Notify the Registrar's Office if you alter your registration in any way. This includes dropping or adding classes, withdrawing from the University, changing programs or majors. Please also notify us if your address changes.

STEP 6

Students receiving Chapter 30 or 1606 must verify their enrollment by Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave/index.do>
Students receiving Chapter 33 benefits must verify their enrollment monthly via phone. The monthly verification of enrollment has not been added for Chapter 35.

STEP 7

Students who are transferring benefits to a dependent, please be sure to apply for benefits with the student who will be utilizing the benefit.

Steps to take if you are using **NATIONAL GUARD BENEFITS:**

STEP 1

National Guard recipients apply at <https://www.iowacollegeaid.gov/>
More information can be found at <https://www.iowanationalguard.com/Family%20and%20Services/Education/Pages/Service%20Scholarship.aspx>

STEP 2

Contact the Registrar's Office before classes start to notify us that you will be using National Guard benefits. Contact your Educational Services Officer or counselor within your Military Service.

STEP 3

Apply for Federal Student Aid through <http://www.fafsa.ed.gov/>

STEP 4

Notify the Registrar's Office if you alter your registration in any way. This includes dropping or adding classes, withdrawing from the University, changing programs or majors. Please also notify us if your address changes.



**Steps to take if you are using
VETERANS READINESS AND EMPLOYMENT
(PREVIOUSLY VA VOCATIONAL
REHABILITATION):**

STEP 1

If you have not done so already, apply for benefits at this link: <https://www.va.gov>. Please note it may take several weeks for the VA to process your application.

STEP 2

Provide the Registrar's Office with a copy of your DD214 before you begin classes at Mount Mercy. This document provides the information needed for the Registrar's Office to appropriately report your education status to the VA. We will not be able to certify your enrollment without appropriate paperwork.

STEP 3

You may e-mail, fax, mail or hand deliver this document to our office. Our contact information can be found at the end of this guide.

STEP 4

Apply for Federal Student Aid through <http://www.fafsa.ed.gov/>

STEP 5

You will be assigned a case manager through the Veterans Readiness and Employment office in Cedar Rapids. The case manager will send us additional paperwork authorizing your benefits. Please follow-up with your counselor to make sure this has been done.

STEP 6

Notify the Registrar's Office if you alter your registration in any way. This includes dropping or adding classes, withdrawing from the University, changing programs or majors. Please also notify us if your address changes.

STEP 7

Please notify Campus Store personnel that you are a Veterans Readiness and Employment student when buying books. They will send receipts to the Business Office so we can bill the VA.

Other helpful links:

To Request Military Transcripts:
<https://jst.doded.mil/official.html>

Employment Assistance:
<http://www.iowaworkforcedevelopment.gov/>

Mount Mercy Financial Aid:
<http://www.mtmercy.edu/financial-aid>

General Benefits Information:
<http://www.benefits.va.gov/gibill/>

Comparison of Benefits:
http://www.benefits.va.gov/GIBILL/comparison_chart.asp

Web Automated Verification of Enrollment (WAVE):
<http://www.gibill.va.gov/wave>

CONTACT US

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