Checklist for New Military Dependent VA Students

https://www.nic.edu/veterans

Complete items 1 thru 4 ASAP to prevent enrollment and financial aid delays.

1. **Apply for Admission.**
   
   [http://www.nic.edu/admissions/apply.aspx](http://www.nic.edu/admissions/apply.aspx)
   
   If your parent or spouse has separated from the military and recently moved to Idaho, their DD214 could establish residency. A Certificate of Residency may be required if you are residing in Idaho but not living in Kootenai County. Contact our office if you have questions.

2. **Submit Transcripts.**
   
   Request and submit official copies of high school/GED and any college transcripts.

3. **Complete the Free Application for Federal Student Aid (FAFSA)**
   
   [https://studentaid.gov/](https://studentaid.gov/) It is highly recommended that you complete the FAFSA. VA Education Benefits and Federal Financial Aid are two separate programs, so you can apply for BOTH. Through the FAFSA you may qualify for grants, loans, and you may also be eligible for work-study employment at NIC – but you must apply! This can take up to 8 weeks to process. Contact the NIC Financial Aid office for more FAFSA information.

4. **Apply for your VA Education Benefits.**
   
   [https://www.vets.gov/education/apply/](https://www.vets.gov/education/apply/)
   
   If you have questions determining which VA education benefit applies, contact Kecia (contact below). The VA can take up to 6 weeks to process initial applications. Once processed, you will receive a Certificate of Eligibility (COE), please provide a copy of this to us after you are registered for classes. If you have not received your COE, but have applied for benefits, please provide proof of transferred benefits and/or acknowledgement of VA education benefit application submission.

5. **Be knowledgeable of your VA Education Benefits and your Program Courses, Outcomes and Costs.**
   
   Look up NIC on the GI Bill® Comparison Tool to see details regarding your VA Education benefits. Explore and review the training, experience, examination, license and course requirements for your program listed in the NIC Catalog. Know the estimated total cost of your program by using the Financial Aid Shopping Sheet or Cost of College calculator.

6. **Check your postal mailbox and email account.**
   
   NIC Admissions will send you a letter or an email (check your SPAM folder) to notify you of your next steps. The most important item to tackle first, is to set up your MyNIC and Cardinal Mail accounts. Learn how to forward your Cardinal Mail to another account. Your Cardinal Mail is the primary means the College will use to contact you with information - Admissions, Instructors, Advising, Financial Aid, Campus Alerts, etc! You should check Cardinal Mail every day.

7. **Complete English and Math Assessment Requirements.**
   
   You can complete this by submitting any of the following documentation: ACT or SAT test scores (taken within the last four years), official transcripts of qualifying college coursework in English/Math, or completing the NIC English Assessment online and Math Assessment. You will need your student ID number to complete these.

8. **Complete NIC Orientation.**
   
   New Student Orientation can be accessed through your MyNIC portal and covers campus geographic orientation, campus resource information, student and technology support services, financial aid, and much more.

9. **Complete NIC Advising Profile Sheet.**
   
   [https://www.nic.edu/forms/NewStudentAdvisingProfile.aspx](https://www.nic.edu/forms/NewStudentAdvisingProfile.aspx)
   
   Completing the worksheet will better prepare you and your Advisor for your initial Advising appointment.

10. **Check out NIC Career Services.**
    
    [https://www.nic.edu/career](https://www.nic.edu/career)
    
    If you are not certain of your career or educational goals, we strongly encourage you to consider taking advantage of NIC Career Services – a Workshop or Interest Assessment – a great investment to help ‘Discover your Purpose’.
11. Apply for Scholarships.
Veteran and Military Family scholarships: [http://www.nic.edu/websites/default.aspx?dpt=64&pageId=4113](http://www.nic.edu/websites/default.aspx?dpt=64&pageId=4113)
Nic Foundation Scholarships: [NIC Foundation](http://www.nic.edu). You can also apply on your MyNIC account under Bookmarks and Nic Foundation Scholarship Application.

12. Schedule an appointment with a member of the Veteran and Military Family Services Team.
New students cannot register for classes until they meet with an advisor. At this appointment you will create an education plan and register for classes using the Self-Service registration system accessed through the MyNIC portal. If you are using VA Education Benefits, you can complete the process at this appointment. Be sure to bring your Certificate of Eligibility.

13. Complete Advising Feedback Survey
You can complete the survey here: [ADVISING](#). This will help our Advising Services team continue to meet student’s needs during the onboarding process.

14. Prep for Classes – Books / Parking Permit / Student ID / e-Learning
Bookstore information is listed for each of your classes under those classes in your Plan & Schedule listing in your MyNIC Account. You can also visit the Cardinal Bookstore link through your MyNIC account (search Bookstore) or visit the Bookstore (in the Student Union Building) and they can pull up your required books with your Student ID. parking Permits and Student ID’s can be ordered online and obtained through Cardinal Central. With many classes having an online component, be sure to look at NIC e-learning resources too.
- Parking Permits: [PARKING](#)
- Nic Bookstore: [BOOKS](#)
- Student IDs: [CARDINAL CARD](#)
- Cardinal Central: [INFORMATION](#)
- NIC eLearning: [CANVAS](#)

Veteran and Military Family Services Team
_Here to serve those who have served and their families._

[Veterans Resource Center](#)
Edminster Student Union Building, Lower Level
Phone (208)929-4028.

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