Checklist for New VA Students

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

1. Apply for Admissions.
   http://www.nic.edu/admissions/apply.aspx
   Be sure and mark yes on the question “Are you a veteran?”
   If you have separated from the military within the past three years and recently moved to Idaho a DD214 could establish residency.
   A Certificate of Residency may be required if you are an Idaho resident not living in Kootenai County.

2. Submit Transcripts.
   Request official copies of high school and college transcripts.
   Request military training records.
   Army, Navy, Marines, Coast Guard: https://jst.doded.mil/official.html

3. Complete the Free Application for Federal Student Aid (FAFSA)
   https://www.fafsa.ed.gov
   It is recommended that you complete the FAFSA. You may qualify for grants, loans, and scholarships but you must apply. Based on your FAFSA application, you may also be eligible for work-study employment at NIC. Typically, this is a 6 to 8 week process to complete. Contact the NIC Financial Aid office for more FAFSA information. http://www.nic.edu/websites/default.aspx?dpt=29

4. Apply for GI Bill.
   http://www.vabenefits.vba.va.gov/vonapp/default.asp
   If you need assistance determining which GI Bill to choose, contact Kecia Siegel at 208-769-3281. The VA generally takes 4 to 6 weeks to process initial applications. Once the application is processed, you will receive a Certificate of Eligibility.

5. Meet English and Math Assessment Requirements.
   This can be met by taking the NIC English and Math Placement Assessments, submitting ACT or SAT test scores (taken within the last two years), or by prior college coursework in English and math. If NIC English and Math assessments are required, please schedule an appointment at http://www.nic.edu/placement. You will need your 7-digit student ID number to register.
   It is recommended that you take at least one unproctored Math Placement Assessment. Please note that unproctored attempts are not used for placement at NIC and only serves as practice.

6. Check your postal mailbox and email account.
   The NIC Admissions Office will send you a letter via postal mail to notify you that your application has been processed and laying out 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!

7. Apply for Scholarships.
   http://www.nic.edu/websites/default.aspx?dpt=64&pageId=4113
   Also apply on your MyNIC account under Bookmarks and NIC Foundation Scholarship Application.

8. Schedule an appointment with a Veteran and Military Family Services Team Advisor.
   Veterans Resource Center Phone: 208-929-4028
   New students cannot register in 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.

   Military Family Services Team:
   Carl George, Veterans Advisor is located in The Veterans Resource Center, Edminister Student Union Building, Lower Level, Room 013A. Email: Carl.George@nic.edu, Phone: 208-666-8027.

   Kecia Siegel, Veterans Coordinator is located in The Veterans Resource Center, Edminister Student Union Building, Lower Level Room 013C. Email: Kecia.Siegel@nic.edu, Phone: 208-769-3281.