



# VETERAN SUCCESS GUIDE

The WSU Tech Veteran Services office is your dedicated partner for a smooth transition from military service to college life. We connect you with financial aid, academic resources, and campus-wide support.

## IMMEDIATE CONTACT INFO (Your Go-To)

Role	Contact	Phone	Email
Veteran Services Office	General Support	316-677-9400	veteranservices@wsutech.edu
VA Certifying Official (SCO)	Steve Enriquez	316-677-1333	senriquez1@wsutech.edu
VA Resource Navigator	Terri Shippen	316-677-1819	tshippen@wsutech.edu

- **Office Hours:** Monday - Friday, 8:00 A.M. to 5:00 P.M.

## 1. 6-Step Quick-Start Checklist (Activate Your Benefits)

The most critical step is **paperwork**. Complete this list *before* your first semester to ensure your benefits (MHA/stipend and tuition) are processed on time.

Step	Action Required	Details & Links
1. Apply for VA Benefits	Submit your application via the VA website.	Start here: <a href="http://www.VA.gov">www.VA.gov</a>
2. Apply to WSU Tech	Complete the college application process.	Apply here: <a href="http://www.wsutech.edu">www.wsutech.edu</a>
3. Send All Official Transcripts	This is often the biggest delay point! You must submit <i>all</i> previous college, JST, or CCAF transcripts.	Send to: <a href="mailto:registrarsoffice@wsutech.edu">registrarsoffice@wsutech.edu</a>

<b>4. Meet with Your Academic Advisor</b>	Ensure your courses apply to your approved degree plan.	Schedule this early to register for classes. <a href="#">Contact   WSU Tech   Schedule Advisor Appointment   Wichita Kansas</a>
<b>5. GI Bill® Complete Certification Form</b>	Fill out the WSU Tech Veteran Certification Form for the current term.	Your Academic Advisor will help with this.
<b>6. Submit Your Packet</b>	Gather all required documents (COE, Certification Form, Transcripts) and submit everything.	Email to: <b>veteranservices@wsutech.edu</b>

**NOTE:** If any required documentation is missing or illegible, your request will be subject to denial or significant delay.

## 2. VA Education Benefits: Quick Reference

Your benefits are based on the specific chapter you are eligible for. The chart below shows the critical difference: whether the VA pays the school or pays you a stipend.

<b>Benefit Chapter</b>	<b>Eligibility</b>	<b>VA Pays WSU Tech Directly?</b>	<b>Student Receives (Stipend)</b>
<b>Chapter 31 (VR &amp; E)</b>	Service-connected disability rating.	<b>YES (Tuition &amp; Mandatory Fees)</b>	<b>Monthly Housing Allowance &amp; Book Stipend</b>
<b>Chapter 33 (Post 9/11 GI Bill®)</b>	Active-duty service after 9/10/2001.	<b>YES (Tuition &amp; Mandatory Fees)</b>	<b>Monthly Housing Allowance &amp; Book Stipend</b>
<b>Chapter 33 (Post 9/11 GI Bill®) Transfers (Dependents)</b>	Dependent of eligible Post 9/11 veteran.	<b>YES (Tuition &amp; Mandatory Fees)</b>	<b>Monthly Housing Allowance &amp; Book Stipend</b>
<b>Chapter 30 (Montgomery GI Bill®)</b>	Eligible veterans and service members.	<b>NO</b>	Monthly Stipend (Student coordinates payment)
<b>Chapter 1606 (Selected Reserves)</b>	Select Reserves & National Guard.	<b>NO</b>	Monthly Stipend (Student coordinates payment)
<b>Chapter 35 (DEA)</b>	Spouse/child of service member/veteran who died in service or is permanently disabled.	<b>NO</b>	Monthly Stipend (Student coordinates payment)

### 3. Frequently Asked Questions (FAQs)

#### Transcripts & Enrollment

- **How long does transcript processing take?**
  - Processing can take **14 to 20 business days** once your official transcripts are received. We strongly advise having previous institutions send them months ahead of time.
- **Can I use unofficial transcripts?**
  - **No.** All transcripts must be **official** and sent directly from the previous institution to the Registrar's Office ([registrarsoffice@wsutech.edu](mailto:registrarsoffice@wsutech.edu)).
- **How do I transfer benefits from my last school?**
  - Visit **VA's online application portal** to complete a change of program/place of training request. Once the VA processes this, they will send an **updated COE**. Submit this updated COE to Veteran Services with your GI Bill® Certification Form to [veteranservices@wsutech.edu](mailto:veteranservices@wsutech.edu).
- **What is a Letter of Non-Attendance?**
  - It is an official document from a previous school confirming you did not attend during a specific period. This may be required if you are unable to obtain an official transcript from that institution.

#### VA Financial Logistics

- **How do I update my direct deposit?**
  - You must update this directly with the VA:
    1. **Online:** Sign into your profile on **VA.gov** and access Direct Deposit Information.
    2. **By Phone:** Contact the VA at **1-800-827-1000**.
- **When will I receive my stipend?**
  - Stipend timing and amount are set by the specific chapter you are using. Contact the VA directly for personal payment details. **Note:** For Chapter 33 Post 9/11 GI Bill®, you **must** verify enrollment monthly via text from the VA to receive your MHA.
- **What is a 'Request to Round Out'?**
  - A Request to Round Out is submitted during your final academic term when you need fewer credits to complete your program. It allows you to enroll in additional coursework so you can reach full-time enrollment status and continue receiving full-time Veteran education benefits, such as the Monthly Housing Allowance (MHA), even if the extra classes are not required for graduation.

#### 4. WSU Tech Campus Resources

Service	Contact for Assistance With	Campus Locations
<b>Veteran Services</b>	VA Certification, Advocacy, Community Resources, Study Space.	<b>NCAT Campus</b> - 4004 N Webb Rd <b>WSU Tech South</b> - 3821 E Harry <b>City Center</b> - 301 S Grove
<b>Academic Advising</b>	Course selection, degree requirements, graduation path.	Based on your specific major/program.
<b>Disability Services</b>	Accommodation for service-connected disabilities (testing, note-taking).	Contact the Student Accessibility and Support Services at 316-677-1065 <a href="#">Student Accessibility and Support Services   WSU Tech</a>
<b>Mental Health Counseling</b>	Transition support, stress management, confidential counseling.	Contact the Student Accessibility and Support Services at 316-677-1065 <a href="#">Student Accessibility and Support Services   WSU Tech</a>
<b>Financial Aid Office</b>	FAFSA, grants, scholarships, and general aid questions.	<a href="https://wsutech.edu/financialaid/">https://wsutech.edu/financialaid/</a>