

STEPS TO ENROLL

1. For information regarding Veterans/GI benefits please review Veterans information on the Financial Aid page. <http://clarion.edu/tuition-and-financial-aid/financial-aid/financial-aid-eligibility.html#veterans>
2. Remember to consult with your ESO-Educational Services Officer/Counselor prior to enrollment. Discuss opportunities to utilize Tuition Assistance with the ESO. If using TA, please inform veteranservice@clarion.edu.
3. Send Official transcripts and JST Joint Services Transcripts or CCAF transcripts to the Admissions Office: admissions@clarion.edu or via mail at Office of Admissions, Clarion University of Pennsylvania, 840 Wood Street, Clarion, PA 16214. **JST (Joint Services Transcripts)** can be requested electronically through the [\(JST\) Home Page](#). JST and CCAF transcripts will be reviewed in order to apply transfer credits for military schools and experience.

NOTE: Potential students who have not completed an application should include contact information and the proposed program of study. Once transcripts have been reviewed, information will be sent via mail and/or email explaining how many credits were accepted.

4. **Mail DD214** records to Office of Admissions, Clarion University of Pennsylvania, 840 Wood Street, Clarion, PA 16214. (Admissions will send Financial Aid a copy of these records) If on Active Duty, provide a copy of your orders to veteranservice@clarion.edu.

DD214 - You will need to provide your Discharge Documents to receive credit for your experience. The university grants a maximum of four credits in HPE for active military service of four months or more with honorable discharge or continued reserve status. Credit is normally given for NFSS 111 (2 credits) and two NFSS activity courses of one credit each. To assure that the credit is granted, students should provide an honorable discharge document (DD214 or official letter from commanding officer stating active duty in years, months, days) to the Registrar's Office.

5. Please complete an online application. Questions? Contact 814-393-2306 or admissions@clarion.edu. Select "Veteran" in order to have the application fee waived.

6. Veterans will receive confirmation of admission status from the Admission office via mail. Once the \$100 deposit is paid students will receive a letter from the Admissions office with information regarding their [MyClarion Portal](#) and [Eagle email](#) accounts. Veterans choosing to utilize GI Bill benefits can apply for benefits at www.vets.gov. Provide a copy of the GI Bill Certificate of Eligibility (COE) to the veteranservice@clarion.edu.
7. Veterans will need to fax a copy of entitlement informing the Financial Aid office what chapter they are to be placed to 814-393-2520.
8. Veterans will work with an academic advisor on choosing course(s) for the next academic semester.
9. Need further assistance; please contact 814-393-1630 or veteranservice@clarion.edu.