

## VETERAN/MILITARY CHECKLIST

- APPLY TO GRAND VIEW UNIVERSITY** at [www.grandview.edu](http://www.grandview.edu).
- ORDER YOUR TRANSCRIPTS.** The VA requires Grand View University to evaluate and report all transfer college credit.
  - In addition, as a veteran, you might receive **college credit for military experience**. If you were in the Army, Navy or Marines you can request a Joint Services Transcript (JST) at <https://jst.doded.mil/official.html>. If you were in the Air Force, you can request an official transcript from the Community College of the Air Force at <http://www.au.af.mil/au/ccaf/transcripts.asp>.
  - Transcripts should be obtained from the specific military branch and mailed to:
    - Office of Admissions
    - Grand View University
    - 1200 Grandview Avenue
    - Des Moines, IA 50316
- APPLY FOR BENEFITS.** Determine the correct education benefit at [www.gibill.va.gov](http://www.gibill.va.gov). Click on “Apply For Benefits” and submit the electronic application. Print or submit a copy of your Certification of Eligibility to Kristin Clemens at [kclemens@grandview.edu](mailto:kclemens@grandview.edu). It can be found: [http://www.benefits.va.gov/gibill/get\\_started.asp](http://www.benefits.va.gov/gibill/get_started.asp). Reserve members should submit NOBE and Kicker contract, if applicable.
- SUBMIT THE GRAND VIEW VETERAN/MILITARY SERVICES FORM** at <https://www.grandview.edu/veterans>
- COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- APPLY FOR TUITION ASSISTANCE.** Federal tuition assistance is offered to qualifying service members through each separate military branch. In addition, the Iowa National Guard offers tuition assistance for qualifying soldiers and airmen. More information is available at [www.military.com/education](http://www.military.com/education) or [www.iowanationalguard.com/education](http://www.iowanationalguard.com/education).

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## GV VETERAN/MILITARY CONTACTS

### ADMISSIONS OFFICE

Luanne Knudsen, Assistant Director of Transfer Admissions  
515-263-2856 or [lknudsen@grandview.edu](mailto:lknudsen@grandview.edu)

### BUSINESS OFFICE

Nicole Martinson, Accounts Receivable  
515-263-2807 or [nmartinson@grandview.edu](mailto:nmartinson@grandview.edu)

### FINANCIAL AID OFFICE

Chad Peters, Assistant Director of Financial Aid and NGEAP Coordinator  
515-263-2995 or [cpeters@grandview.edu](mailto:cpeters@grandview.edu)

Melissa Sensor, Loan Coordinator  
515-263-2819 or [msensor@grandview.edu](mailto:msensor@grandview.edu)

### REGISTRAR'S OFFICE

Kristin Clemens, Assistant Registrar & VA Certifying Official  
515-263-2818 or [kclemens@grandview.edu](mailto:kclemens@grandview.edu)

### ADULT & ONLINE PROGRAMS

Rick Eftink, Director of Graduate and Adult Admissions  
515-263-2830 or [reftink@grandview.edu](mailto:reftink@grandview.edu)

### STUDENT SUCCESS

Megen Johnson, Director of Disability Services  
515-263-2971

### STUDENT LIFE

Kent Schornack, Director of Leadership & Counseling  
515-263-2986 or [kschornack@grandview.edu](mailto:kschornack@grandview.edu)

### CAREER CENTER

Susie Stearns, Director of the Career Center  
515-263-2955 or [sstearns@grandview.edu](mailto:sstearns@grandview.edu)

### VETERANS CLUB

Kip Bottenfield, Veterans Club Advisor  
515-263-2933 or [kbottenfield@grandview.edu](mailto:kbottenfield@grandview.edu)