

MILITARY CHECKLIST

HOW TO ENROLL



ACTIVE DUTY

The Military Admissions process at UNCW allows all active duty military who have served at least two years apply as transfer students, even with little to no traditional college credit by considering military training and experience transfer credit. As a transfer student, UNCW does not require SAT or ACT scores for admission. Use this guideline to help you as you enroll.

Apply to UNCW for Admission:

- Create a [SeaLevel](#) account to apply as a Transfer Student
- Complete the application
- Application fee is waived for Active Duty only:
 - On the payment portion of your application select “pay by check”
 - Email militaryadmissions@uncw.edu requesting a fee waiver. Be sure to provide full name and DOB.
- Submit essay
- Send official high school transcript(s)
- Send official transcript(s) from any college or university previously attended (if applicable).
- Send your Military Transcript:
 - Army, Coast Guard, Marine and Navy can request transcripts using this site: <https://jst.doded.mil>
 - Air Force may contact CCAF Registrar’s Office, 334.649.5080. To request expedited Air Force Transcripts, email militaryadmissions@uncw.edu for additional information.
 - Send all transcripts to:
UNCW Office of Admissions,
601 S. College Rd, Wilmington, NC 28403-5904
 - If you need assistance with this process, please email militaryadmissions@uncw.edu.

Admitted? What’s Next?

- Pay \$100 non-refundable enrollment deposit
- Send updated transcript(s) (if you are currently enrolled in another institution)
- Register for mandatory Student Orientation (if you have questions regarding registration call Transition Programs Office 910.962.3089)
 - Bring your Degree Audit with you to Orientation (for more information on where to find your degree audit visit <http://uncw.edu/reg/degAudit-Stu-HowTo.htm>)
 - Attend Military Session at Orientation
 - Consider registering for UNI 201-Transfer Seminar: <http://uncw.edu/uc/advising/UNI201.html>
- Submit your Medical History & Immunization Form (for questions regarding your health record please call Student Health Center at 910.962.3280)
- Complete the Health Insurance Waiver (if you have any questions, contact Leigh Lane (lanel@uncw.edu))

Residency:

- Upon Request**, submit Military Residency Form and affidavit. For an example, visit: <http://www.uncw.edu/admissions/MIResidency.html>

HOW TO INITIATE BENEFITS

Tuition Assistance:

- Read more about using Third Party Billing Sponsors through Student Accounts:
<http://uncw.edu/studentaccounts/payments.html#thirdpartysponsors>
 - Contact Student Accounts for more information:
http://uncw.edu/studentaccounts/about_us.html
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Apply for VA Benefits (if eligible):

- Submit your application to the VA to determine eligibility for GI Benefits:
<https://www.va.gov/education/how-to-apply/>
 - Allow approximately 4-6 weeks for the VA to process the eligibility applications. If admitted, we encourage you to have eligibility established prior to attending orientation.
 - If you have already used part of your GI Bill benefits at another institution, you will need to submit a 22-1995 'Change of Location' Form: <https://www.va.gov/education/change-gi-bill-benefits/>
 - For more information on using VA Education Benefits at UNCW visit
<http://www.uncw.edu/finaid/military.html>
 - If you need assistance with this process, please contact the UNCW Veterans Benefits Counselors, Mr. Alton Johnson, Mr. Chad Voorhees, or Mrs. Shannon Miles at veterans@uncw.edu or at 910.962.3177.
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Apply for Financial Aid:

Attending college full time is a full time job, you must give yourself plenty of time for study and homework. Although you may have GI Bill benefits to help you, we strongly encourage students to apply for federal student aid as well. It is based on need and according to your previous year's taxes.

- Complete the Free Application for Federal Student Aid at www.fafsa.ed.gov
- For information on military scholarships visit
<http://www.uncw.edu/admissions/documents/militaryscholarships.pdf>
- For information on UNCW scholarships visit
<http://www.uncw.edu/finaid/scholarships.html>

