

Transfer Student Checklist

***Note:** Murray State University and the Veteran Affairs Benefits Processes will overlap

Murray State University (MSU) Process

€ Apply for admission at Murray State University

- Apply as a transfer student, **not** a first-time freshman
- Contact MSU enrollment office to ensure you are listed as active duty. Copy of driver's license and military orders are required
- Request that your previously attended institution (college, high school, etc.) send official transcripts electronically to MSU Transfer Center
- Go to <https://jst.doded.mil/official.html> to request a copy sent to MSU

€ Receive your decision letter

- Ensure all your information is correct
- Look for an email with login information for your student myGate account
 - Log in at mygate.murraystate.edu

€ Apply for scholarships

- murraystate.edu/scholarships or myGate under the "Financial Aid" tab

€ Complete FAFSA at <https://studentaid.ed.gov/sa/afsa>

€ Apply for housing (if applicable)

- murraystate.edu/housing or myGate under the "Money" tab
 - Apartment-style living available in College Courts (limited availability)

€ Attend Orientation

Veteran Affairs Benefit Process

€ Request Change of Program or Place of Training

- Veteran or service member go to <https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction> and complete **VA Form 22-1995**
- Spouse or dependent go to <https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction> and complete **VA Form 22-5495**

€ Enroll in a payment plan (optional)

- Recommend 2 payment plan option but is **not** available until CRF is submitted
- See <https://www.murraystate.edu/admissions/BursarsOffice/PaymentOptions.aspx> for other payment plan options

€ Complete Certification Request Form (CRF)

- Submit after you have registered for classes
- Must be completed each semester on myGate under the academics tab, then go to the Veteran Affairs window, and click on Certification Request Form or go to <https://www.murraystate.edu/military/veterans/index.aspx> and click on Certification Request Form

€ Provide a copy or screenshot of your Certificate of Eligibility (COE) to MSU VA office to msu.va@murraystate.edu