Military/Veterans Enrollment Checklist

- **Admissions**
  Apply for admission to Southwest Tech which includes a $30 fee:
  - Apply online at [www.swtc.edu/admissions/apply-now](http://www.swtc.edu/admissions/apply-now)
  - Take a placement test
    - The placement tests cover writing, reading, and math. To schedule a test please see [https://www.swtc.edu/community/testing-center/placement-testing](https://www.swtc.edu/community/testing-center/placement-testing) or call 608.822.2313. Students may be exempt from all or partial testing based on prior college credit and/or eligible ACT scores. For information about placement tests, please contact the Testing Center at 608.822.2313.
  - Schedule an admissions meeting with an Academic Advisor
    - Call 608.822.2354 to schedule an appointment with an advisor after you have completed your placement testing.
  - Pay your $50 enrollment deposit to hold your spot in your program.

- **Transcript Requests**
  - Request transcripts from the military and all previous institutions of higher education.
    - Army, Marines, Navy: [https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do](https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do)
    - Air Force: [http://www.transcriptsplus.net/order](http://www.transcriptsplus.net/order)
    - Coast Guard: [http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/official_transcript.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/official_transcript.asp)
  - Official high school transcript
  - Official college transcripts

- **Financial Aid**
  - Complete the FAFSA: (Free Application for Federal Student Aid) [http://fafsa.gov/](http://fafsa.gov/)
    School Code: 007699

- **Apply for GI Bill Benefits**
  - If you are unsure of your benefit eligibility please contact your local County Veterans Service Office.

- **Submit all Required Documents to the School Certifying Official**
  - Refer to the Military/Veterans Benefits Application Checklist for the list of required documents appropriate for each type of veteran status.
    - This form can be picked up in the Financial Aid Office or found online at [https://www.swtc.edu/admissions/paying-for-college/veterans-programs](https://www.swtc.edu/admissions/paying-for-college/veterans-programs)

- **Submit a copy of your Veteran Benefits Request Form**
  (This form MUST be filled out in its entirety and submitted every semester in order for your courses to be certified with the VA)
  - This form can be picked up in the Financial Aid Office or found online at [https://www.swtc.edu/admissions/paying-for-college/veterans-programs](https://www.swtc.edu/admissions/paying-for-college/veterans-programs)

Call the School Certifying Official at Southwest Tech with additional questions:
CoraBeth Halverson 608.822.2320 or email veterans@swtc.edu