

# Undergraduate Student Veteran

## Coyote Checklist

### 🐾Step 1: Apply

Apply for undergraduate admissions through [Cal State Apply](#)

- Fall applications October 1st - June 30th
- Spring applications August 1st - September 30th

### 🐾Step 2: Financial Aid

Apply for FAFSA through [FAFSA.gov](#)

- School Code: 001142
- The Financial Aid office will contact you on Next Steps
- Wait for your Financial Award Package

### 🐾Step 3: Educational Benefits

Apply or submit a change of institution form for VA education benefits on [va.gov/education](#) (If Applicable)

- Wait for Certificate of Eligibility (COE) or Letter of Eligibility (30 Days)
- If you are using Ch. 31, request a purchase order (PO) authorization form from your Vocational Rehabilitation (VR&E) Counselor

### 🐾Step 4: MyCoyote

Activate MyCoyote account

- Instructions will be sent to the email address on file

### 🐾Step 5: First Enrollment Priority

Set up First Enrollment Priority

- Have your Certificate of Eligibility (COE) digitally accessible
- Have a copy of your DD-214
- Submit everything through your MyCoyote Portal → Student Center → Academics Drop Down Menu → Veterans Benefits → Certification Request



### 🐾Step 6: Submit Official Documents

Submit all necessary documents to undergraduate admissions to meet enrollment requirements (**Must be official transcripts**)

- DD-214 - Order through [archives.gov](#) or [va.gov](#)
- JST - Order through [JST.doded](#)
  - Air Force and Space Force Transcripts can be acquired through [airuniversity.af.edu](#)
- Official transcripts from **ALL** past institutions attended
  - Electronic copy (ex: Parchment, National Student Clearing House, etc.)
  - Hard copy (Must be sealed in an envelope by the school)
    - Drop off in person at UH-107
    - Drop off in Enrollment Management Dropbox outside in front of UH
    - Mail to 5500 University Parkway, San Bernardino, CA 92407



### 🐾Step 7: Acceptance

After being offered admission, all students must formally accept their offer of admission to secure their spot for the applied term through their MyCoyote portal

### 🐾Step 8: Orientation

Register for the mandatory orientation session through the MyCoyote portal

- Complete both pre-registration and registration requirements.
  - Questions on how to register can be directed to [orientation@csusb.edu](mailto:orientation@csusb.edu)

### 🐾Step 9: Certify

Submit a certification request through your MyCoyote portal **after** you enroll and register for courses

- Follow the steps listed on [csusb.edu/new-va-certification-request](#)