Veteran’s Admission Checklist
Undergraduate Degree-Seeking

1. Submit Your Application
You may submit your application using the online version: https://www.iusb.edu/admissions/apply/index.php or using the paper application, available to you through the Office of Admissions or as a download from the Admission Web site: https://www.iusb.edu/admissions/forms.php

2. Pay the Application Fee or Seek a Waiver
The fee for the undergraduate application is $35.00. You may pay online with your credit card; by sending a personal or cashier’s check to the Office of Admissions; or by paying in cash or with check or credit card in person at the Office of Admissions.

If after filing the FAFSA, you are assigned an Expected Family Contribution (EFC) of 0 (zero), you may qualify for a fee waiver. You may also submit other documentation of economic hardship in consideration of having the application fee waived.

3. Submit your Supporting Documents (cont.)
All supporting documents should be sent to:
Office of Admissions
1700 Mishawaka Ave.
South Bend IN 46634

4. Monitoring the Application Process
If you do not submit your supporting documents at the time you submit your application, you will receive a “Missing Information Letter” which will list the documents that remain outstanding.

Your University ID number will appear at the bottom of the Missing Information Letter. With this number, you can set up your One.IU account which will allow you to monitor your application To-Do List.

One.IU is Indiana University’s Web-based application portal that provides a common front door to online services, including To-Do Lists, email, registration, tuition statements, payment options, and scholarship applications. If you cannot locate your University ID, you can look it up at this link: https://www.iusb.edu/exams/ssnidlookup.php.

If you would like assistance with setting up your account, please stop by the Gateway in the Administration Building, or phone (574) 520-5005 for assistance.

1. To create your account, go to One.IU (https://one.iu.edu/) and search for Create My First IU Account
2. Click on Create My First IU Account. This will bring you into the Account Management Service (AMS), which allows you to create the basic computing account(s) you will need at IU. To use AMS, you must provide your last name, date of birth, and University ID.
3. To activate your account, use your 10-digit student ID# from your admission certificate or the welcome letter from the Office of Student Services.
4. IU email is the official means of communication between a student and the University.
5. Students may grant third-party access to their One.IU accounts by submitting an authorization form.

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3. Submit your Supporting Documents
You must request that your academic documents be sent directly form the issuing institution to IU South Bend.

- **High School:** Contact your high school’s Registrar to request your transcript. If your high school has closed since you attended, contact your home state’s education office.
- **College:** Contact the Registrar at each college you attended and request that a transcript be sent directly to IU South Bend.
- **Joint Military Transcript:** Register at the following Web site, requesting that your military transcript be sent to IU South Bend: https://jst.doded.mil/official.html
- **DD214 Report of Separation:** You may request a copy of your DD214 from the National Archives. Upon submission of the DD214, IU South Bend will award up to 8 undistributed credits which may be used as electives.
- **SAT/ACT Scores:** Students who are under 21 and have earned fewer than 12 transferrable credits after high school graduation must submit SAT or SAT scores. Students 21 and older need not submit SAT or ACT scores.
5. The Admission Decision

Admission: If you are admitted to the University, you will receive a package that includes your letter and certificate of admission, and a checklist that will help you complete the next steps toward enrollment.

Deferral: If you are not admissible you will be offered several options for returning to the university.

6. Student Behavioral Standards Review

If you are found academically eligible for admission but you have answered “yes” to any of the criminal and disciplinary background questions, you will be asked to submit a Certificate of Good Standing or the Student Behavioral Standards questionnaire together with supporting documents.

7. Benefits and Support for Veterans

Office of Veteran Support Services
You can learn more about the benefits for which you are eligible by visiting the Office of Veteran Student Services in the Administration Building at 1700 Mishawaka Ave. A list of possible benefits are also listed at this Web site: https://www.iusb.edu/veteran/benefits.php.

The Office of Veteran Support Services is staffed to help veterans and their family members understand their benefits and resolve other VA education issues that may arise. This office certifies each eligible student with the Veteran’s Administration at the beginning of each semester and can check the status of the claim to learn whether or not it has been completed by the VA.

In addition to the support offered through the Office of Veteran Support Services, you will find links to other student clubs, as well as university community, state, and federal resources for veterans: https://www.iusb.edu/veteran/index.php.

IU South Bend
Fulfilling the Promise

8. Arrange for Financial Aid

Free Application for Federal Student Aid (FAFSA)
For maximum federal, state, and institutional aid consideration, students (and their parents) are urged to file the FAFSA application by March 10 each year. The application is online at: www.fafsa.gov. Our school code is 001816. You can learn more about financial aid by consulting IU South Bend’s financial aid Web pages: financialaid.iusb.edu, or by meeting with a financial aid counselor. Phone 574.520.4357 or email the office to set up an appointment. You may also stop by the office in the Administration Building during regular office hours, 8am to 5:30pm Monday through Thursday and 8am to 5pm on Fridays.

Title IV Authorization Form
Read and submit this form for the most inclusive use of your Title IV federal financial aid.
The Title IV Authorization form is accessed in One.IU Student Center by following this path: Services & Information, Financial > Student Authorizations > Grant Authorizations > South Bend Campus — Title IV Authorization. Read the Authorization and, if you choose to sign it, select Next. Click the box stating you have read the Authorization > click Submit.

Disability Support Services
Students who wish to receive information about auxiliary aids or services, accommodations, and assistance should contact the Disability Support Services office. The office is located in the Administration Building, Room 113. Phone: 574.520.4832

Student Veterans Organization (SVO)
The SVO is a campus student club and a chapter of the Student Veterans of America (SVA) that can help you transition from your military experience to school life. They organize and host events which provide service and outreach, raise charity donations, and foster community and connectedness among veterans and their families. They are fellow veteran students trying to make college life fun and rewarding. To learn more about the organization, email: svoiusb@iusb.edu.