

- Apply for admission-** complete the application online at [General Admission Information - MSU Billings | MSU Billings](#) McMullen Hall (Room 104) 406-657-2888
 - You will need your high school transcript, GED test scores or HiSET scores for review if you have less than 12 college credits and official transcripts from each college you have previously attended.**
**All transcripts must be "official" and arrive in sealed, unopened envelopes, or arrive by secure electronic transfer (not email) from the originating institution.*
 - Military transcript evaluations can be found at [Joint Service Transcript \(doded.mil\)](#) or [Community College of the Air Force Transcripts > Air University \(AU\) > CCAF Article Display](#).*All transcripts must be "official" and arrive in sealed, unopened envelopes, or arrive by secure electronic transfer (not email) from the originating institution or JST.**
- VA Education Benefits-** Apply at [How To Apply For The GI Bill | Veterans Affairs \(va.gov\)](#), if you have never used your GI Bill benefits. If you have previously used your education benefits at another institution, a change of program is no longer required, effective August 2022.
 - Send a copy of your Certificate of Eligibility and New Student Intake Form** to the Military and Veteran Success Center located in The College of Education building (Room 106) or email them to shane.grantham@msubillings.edu and/or ericbrown14@msubillings.edu.
 - Verify your state residency (prior to registering for classes for the first time).**
 - If you are live in the state of MT and are a resident, ensure our application reflects your MT residency otherwise additional fees might be applied if you were to every exhaust or if your benefits expire.
 - If you are currently living in the state of MT **and** are using your GI Bill, you qualify for in state tuition; contact the Military and Veterans Success Center prior to registering for courses.
 - If neither of the above apply, contact the Military and Veterans Success Center to see if you qualify for Yellow Ribbon, which can offset out of state charges. (must be eligible for Post 9/11 or Post 9/11 transfer benefits at the 100% rate).
- GI Bill Certifications-** Certifications are not automatic and MSU Billings requires a request for certification EVERY semester. It is not only considered best practices by the VA, but it also ensures we do not submit certifications without your approval and serves as your notification that your classes are now set. Contact the Military and Veterans Success Center at [New Veteran Registration - MSU Billings | MSU Billings](#) 406-657-2968.
To ensure timely stipend payments, contact the Military and Veterans Success Center 6-8 weeks prior to each semester you are attending.
- Advising-** All GI Bill recipients are eligible for priority registration. For best practices, check the Academic Calendar to see when registration opens each semester. [Advising and Career Services - MSU Billings | MSU Billings](#), McMullen Hall (Room 100). 406-657-2240.
- MyInfo-** " MyInfo is used to register for classes, obtain parking passes, view grades, apply for Financial Aid, etc. [Campus Logons - MSU Billings | MSU Billings](#)
- Parking passes** can be obtained through MyInfo or at Parking Services located in the southwest corner of the parking garage.
- Contact **Disability Support Services** if you require any physical or mental health accommodations (PTSD, mTBI, hearing loss, physical limitations). [Disability Support Services - MSU Billings | MSU Billings](#)
Main Campus, College of Education (Room 135) 406-657-2283 | City College, Tech Building (Room A016) 406-247-3029
- Veterans Upward Bound-** College prep courses, tutoring services, multiple workshops, and assistance with Financial Aid. [Veterans Upward Bound \(vubmt.com\)](#) Cisel Hall, (Room 105) 406-657-2075.
- FAFSA (Free Application for Federal Student Aid)** is online at [FAFSA® Application | Federal Student Aid](#)
 - Use MSU Billings code 002530.
 - FAFSA opens October 1st for the next school year's aid.
 - Accept your financial aid within 30 days of award in your MyInfo account.
- TRiO - Student Support Services** and the **Academic Support Center** can help assist with tutoring services, academic resources, work shops, and more! [Academic Support - MSU Billings | MSU Billings](#)
TRiO- Student Support Services, Library (Room 141) 406-657-2162
Academic Support Center, Student Union Building Main Campus - 406-657-1641 | City College - 406-247-3022

Digital version of this checklist is available on the Military and Veterans Success Center page under "New Veteran Registration"
For additional assistance or questions please contact the [Military and Veterans Success Center at MSU Billings - MSU Billings | MSU Billings](#)
College of Education, Room 106 | 406-657-2968