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
- Financial Aid office will contact you on Next Steps
- Wait for 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 you 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 envelope by 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 admissions, all students must formally accept their offer of admissions to secure their spot for applied term through their MyCoyote portal

Step 8: Orientation

Register for the mandatory orientation session through MyCoyote portal

- Complete both pre-registration and registration requirements.
    - Questions on how to register can be directed to orientation@csusb.edu

Step 9: Certify

Submit a certification request through MyCoyote portal **after** you enrolled and registered in courses

- Follow the steps listed on csusb.edu/new-va-certification-request