

BUFFALO STATE APPLICATION CHECKLIST

Below is a step-by-step checklist for applying to Buffalo State followed by a step-by-step checklist for necessary items to complete once you are accepted to Buffalo State.

You are encouraged to print this off and use it as your road map to success. Check off each item when completed. This will allow you to stay on track.

Pre-Acceptance to Buffalo State

Step 1

___ Fill out the SUNY online application at www.suny.edu/student/apply_online.cfm

Step 2

Request transcripts from:

___ Your High School

___ Colleges attended previously (even for one class)

___ Military Transcripts:

- **AIR FORCE** <http://www.au.af.mil/au/ccaf/>
- **ARMY** <https://jst.doded.mil/smart/welcome.do>
- **NAVY** <https://jst.doded.mil/smart/welcome.do>
- **MARINES** <https://jst.doded.mil/smart/welcome.do>
- **COAST GUARD**
http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp

___ Have all transcripts sent to the following address:

Attn: Brad D. Baumgardner
Veteran and Military Services Office
Cleveland Hall, Room 210
Buffalo State
1300 Elmwood Ave.
Buffalo, NY 14222

Step 3

___ Write a GAP statement that answers the following questions and submit to the Admissions Office:

- What have you done since you left High School? (Include dates)
- Why you want to attend Buffalo State?
- What is the major you plan to pursue at Buffalo State?

Step 4

____ Complete online GIBILL application at: <https://www.benefits.va.gov/gibill/apply.asp>

Note: During application process you may need to decide on one of the following benefits to apply for:

ACTIVE DUTY:

- Chapter 33 - Post 9/11
- Chapter 30 - Montgomery GIBILL
- Chapter 31 - Vocational Rehab

RESERVE/NATIONAL GUARD:

- Chapter 33 - Post 9/11
- Chapter 1606 - Montgomery GIBILL Selected Reserve
- Chapter 1607 - REAP (If Eligible)
 - Note: This benefit is no longer accepting new applicants and will eventually be phased out once past beneficiaries entitlement expires.

MILITARY DEPENDENT(S):

- Chapter 33 Post 9/11
- Chapter 35 Survivors & Dependents Assistance (DEA)

Step 5

Financial Aid

IMPORTANT: Everyone should apply for Financial Aid. There may be extra money out there for you to go to school. Also, often times the VA is backed up with processing benefits and this means there could be a delay in your payment. This delay in payment has created some extreme hardships for our veteran, military and dependent students. It is strongly encouraged to at least apply for your financial aid so you have a financial back up in case you experience a delay in your benefits. Below are steps you need to take to apply for Financial Aid. If you have any questions, please feel free to contact our office.

Unusual Circumstances

If you or your family has unusual circumstances that might affect your financial situation, such as loss of income – (for example, if you are coming off active duty or you were recently deployed as a member of the Guard or Reserve), complete the Free Application for Federal Student Aid (FAFSA), then submit it as instructed and contact the Financial Aid office at Buffalo State to discuss your special circumstances. At Buffalo State students who request an adjustment due to special circumstances need to complete either the **Special Circumstances Form** or the **Loss of Income Form** available on the Forms page on the Financial Aid website: <http://financialaid.buffalostate.edu/forms>. Feel free to contact the Veteran and Military Services office to discuss your circumstances so we can assist you in this process.

Unemployment and 599 Program

Veteran and military members coming off of active duty or recently redeployed members of the National Guard and Reserves may be applicable for unemployment insurance benefits. Students receiving unemployment benefits who are attending Buffalo State and taking at least 12 credits may be applicable for additional benefits. The 599 Program can provide an extension of benefits if the student is completing their degree within two years. For more information regarding this program, please visit the Department of Labor website at:

<https://www.labor.state.ny.us/ui/claimantinfo/599Program.shtm>

____ Have you applied for PELL (Federal) and TAP (NY State) grants?

How do I apply for Federal Financial Aid?

Collect information such as:

- Student social security number
 - If student is dependent parents' social security numbers and dates of birth
 - Student's parents' marital status
 - Federal tax returns for student and parents, IRS Forms 1040, 1040A and 1040EZ
 - W2's for student and parents
 - Records of untaxed income for student and students' parents (such as social security benefits, public assistance, etc.)
 - Bank, stock, real estate, and business records for student and student parents
 - Student driver's license number
 - Student alien registration number (for non U.S. citizens)
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- To apply for federal financial aid students must complete the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.ed.gov.
 - To sign the FAFSA electronically students and parent (if dependent) will need to have a Federal Student Aid (FSA) ID and pass word to sign the FAFSA. The FSA ID can be created at www.StudentAid.gov/fsaid.
 - The FAFSA can be filed after January 1st for the academic year (August – May) and or November 15th for the spring semester.
 - Make sure to list Buffalo State's federal code (002842) in the school section.
 - File TAP on the Web. Use the link on the FAFSA confirmation page to go to TAP on the Web. It will take the student to: www.tapweb.org. For more information on New York State Grants, Scholarships and Awards visit www.hesc.ny.gov.
 - Students must watch their email for a notice from the U.S. Department of Education with a link to access their Student Aid Report (SAR).

What type of aid is available?

Scholarships – considered gift aid that does not require employment or repayment. Scholarships are based on academic, artistic or other student performance and accomplishments. Always consider free money before taking out a loan.

- Genevieve C. & Richard C. Brown Scholarship:
<http://financialaid.buffalostate.edu/scholarships>
- Military Service Recognition Scholarship (MSRS):
<https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/msrs-scholarship.html>
- Visit the following web sites to get more information on scholarships:
<http://financialaid.buffalostate.edu/scholarships>
<https://www.hesc.ny.gov/>
www.studentaid.ed.gov

Grants – that doesn't have to be repaid (unless, the student withdraw from school and owe a refund).

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) Grant (this grant is converted to an Unsubsidized Direct Stafford Loan and must be repaid if students don't fulfill their teaching agreement).

Work-Study – student earn money for their education

- Federal Work-Study (FWS) Program

Loans – allow student to borrow money for their education. Student must repay their loans, with interest.

- Federal Perkins Loans
- Direct Stafford Loans Subsidized and Unsubsidized

For detailed information on Federal Student Aid visit U.S. Department of Education Federal Student Aid at: www.studentaid.ed.gov.

Step 6

How do I apply for New York State student aid?

Collect information such as:

- Student social security number
- If student is dependent parents' social security numbers and date of birth
- Student's parents' marital status
- New York State tax returns for student and parents, Form IT-201
- W2's for student and parents
- Student driver's license number
- Student alien registration number (for non U.S. citizens)
- Complete Tuition Assistance Program (TAP) New York State residents only at: <https://www.hesc.ny.gov/>.
- In order to get into the New York State Higher Education Services Corporation (HESC) web site to apply for TAP, students must create a pin number and a user id. The pin can be the same that was used for the FAFSA.
- State University at Buffalo, New York State TAP Code is: **0905**.
- For detailed information on New York State financial aid programs visit: <https://www.hesc.ny.gov/>.
- New York Tuition Assistance Program (TAP): <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/tap.html>
- Veterans Tuition Award: <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/veterans-tuition-awards.html>
- NYS Regents Awards for Children of Deceased and Disabled veterans <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/nys-regents-awards-for-children-of-deceased-and-disabled-veterans.html>

Web Resources

Buffalo State Financial Aid Office: <http://financialaid.buffalostate.edu/>

U.S. Department of Education: <http://www.ed.gov/>

Federal Student Aid for Students: www.studentaid.ed.gov

FSA ID: <https://fsaid.ed.gov/npas/index.htm>

The Guide to Federal Student Aid: www.studentaid.ed.gov/guide

Federal Student Aid Pin: www.pin.ed.gov

FAFSA on the Web: www.fafsa.ed.gov

National Student Loan Data System (NSLDS): www.nsls.ed.gov

Loan Consolidation: www.studentloans.gov

Federal Student Aid Ombudsman: www.studentaid.ed.gov

New York State Higher Education Services Corporation (HESC): <https://www.hesc.ny.gov/>

TAP on the WEB: www.tapweb.org

Once you have been accepted to Buffalo State:

Step 7

Before you can sign-up for Orientation, you have to pay the \$125.00 tuition deposit. The Veteran and Military Services office can get this **waived**. Please contact our office to find out how.

___ Get Tuition Deposit Waived

Step 8

Sign up for Orientation at 716 878-5336.

For complete details go to the following website: <http://orientation.buffalostate.edu/>

___ Register for orientation

Note: *If you are Chapter 33 "Post 9/11" or Chapter 31 "Vocational Rehabilitation" recipient inform our office. We will be able to invoice the VA and reimburse you this cost.*

- Freshman students will register for classes during orientation
- Transfer students may seek advisement and register for classes any time after they are accepted to the college and have completed the online orientation workshop. Once completed you will receive a pin number. Once you retrieve your pin, go into banner and register for classes. When you access this system you will be prompted to enter your pin. When you enter your pin your account will be activated so you can register for classes.

Step 9

Visit Weigel Health Center:

Note: *In order to register for classes, all students must be in compliance with New York State law regarding immunizations and health insurance.*

___ Immunizations: records must be provided to the Health Center. The Health Center can provide assistance for obtaining records and/or provide measles, mumps, and rubella immunizations at no charge. **Your shot record may suffice as proof.**

___ Meningitis Form: You are *not* required to receive the meningococcal vaccine; but you *are required* to fill out the response form which can be found on the website below or by stopping by the health center.

___ Health Insurance Waiver: *All full-time students are required to have health insurance. All full time students registered are automatically enrolled into Buffalo State's Health Insurance Plan. Students who have their own insurance are required to complete an online waiver to avoid being enrolled in and charged for the college's health insurance plan.*

Note: Examples of acceptable health insurance are Tricare, Tricare Reserve Select and health coverage through the Veterans Hospital. If you have any questions on whether you have acceptable health coverage please contact the Health Center at 716-878-6711.

For complete details go to the following website:
<http://weigel.buffalostate.edu/health-promotion>

Step 10

Once you have registered for classes and you have received your **Certificate of Eligibility** from the Veteran Bureau Administration. You will need to bring that document to our certification office PRIOR TO THE BEGINNING OF THE SEMESTER. This needs to be done in order to certify your enrollment for the semester so you can receive your benefits.

____ Fill out the Buffalo State Veterans Attendance Form by going to the Veterans and Military Services Office located in Cleveland Hall, Room 210

____ Ask about free campus parking permit

____ Ask about your Metro Bus pass

____ Pick up your Student Veterans Handbook

IMPORTANT: *Form must be completed prior to beginning of each semester in order to receive benefits.*

If you have any questions about this process please feel free to call, email or visit our office at:

Veteran and Military Services Office
Continuing Professional Studies
Cleveland Hall, Room 210
Buffalo State
1300 Elmwood Ave.
Buffalo, NY 14222
Phone: 716-878-3504/3858
Fax: 716-878-5930
Email: vetservices@buffalostate.edu

