Step 1: Review your Military Benefits opportunities and eligibility

☐ Contact your Air Force Education Office to find out what benefits are available to you.

☐ Work with your Air Force Education Officer to set up your paperwork in preparation for Tuition Assistance authorization and any other potential benefits, like the GI Bill.

Step 2: Apply at SNHU.edu as an online student or a traditional student

☐ Apply at SNHU.edu as an online student. If you plan to attend as a traditional day student, please see the Traditional College for Veterans and Servicemembers. An SNHU representative will contact you, usually by phone, to confirm your application.

☐ Inform your SNHU Admission Counselor you’re currently serving and are working with your Education Officer to obtain your Tuition Assistance authorization and/or any other military benefits.

Step 3: Submit paperwork documenting your prior education

☐ Send your SNHU Admission Counselor an Attestation Form certifying you have a high school diploma or GED.

Note: If you are transferring credits from a post-secondary military or civilian institution, your SNHU Admission Counselor will also need your transcripts.

Military transcripts

☐ For any credits earned through the Community College of the Air Force (CCAF), contact CCAF for transcripts and send these to Southern New Hampshire University.

Note: Military transcripts must be requested by military personnel. (All other transcripts can be requested by SNHU on your behalf.)

☐ If you want to transfer credits from a previously attended civilian college or university (U.S. only), please complete a Transcript Request Release Form to allow us to retrieve your transcripts directly from those institutions.
**Step 4: Acceptance and Benefits processing**

Upon acceptance to SNHU:

- Notify your Air Force Education Office that you’ve been accepted to SNHU and request Tuition Assistance authorization and/or any other education benefits paperwork.
- Send your Tuition Assistance authorization to militarybenefits@snhu.edu and inform your SNHU Admission Counselor that it’s been submitted. Once SNHU’s military benefits team has reviewed your Tuition Assistance authorization, your SNHU Admission Counselor can enroll you in your courses.

**Step 5: From Enrollment to Graduation**

Once you’re enrolled at SNHU, you’ll be assigned a dedicated Military Advisor. Turn to your Military Advisor for help with any questions or issues you may have as you progress through your degree program.