**Step 1: Review your Military Benefits opportunities and eligibility**

- Contact your Navy Education Office to find out what benefits are available to you.
  - Work with your Navy Education Officer to set up your paperwork in preparation for Tuition Assistance authorization and any other potential benefits, like the **GI Bill**.
  - You must attend a WebTA education briefing offered at your education office or online. Check with your Education Officer for details.

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

- Apply at SNHU.edu as an [online student](https://www.snhu.edu). If you plan to attend as a traditional day student, please see the [Traditional College for Veterans and Servicemembers](https://www.snhu.edu/colleges-veterans-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 military training or institutions, please request that an [Official Joint Services Transcript](https://www.snhu.edu) be sent 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 any 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:

- Request Navy Tuition Assistance (TA).
  - Get a copy of your SNHU Program Evaluation and a Statement of Fees to upload to WebTA. Your statement of fees from SNHU should detail the term dates, course information and tuition fees.
- Notify your Navy Education Office by logging into https://myeducation.netc.navy.mil/
  - Complete “My Education Plan,” then “Upload File.” (This is your SNHU program evaluation.) WebTA will automatically send an approval notice to your commanding officer for approval.
- Notify your education officer and your SNHU Admissions Counselor via email that all items are uploaded and appropriate entries made. Your education office will verify all facts and documents for final approval authority.

Your Educational Services Officer (ESO) will send you an email authorizing your TA and directing you to log back into https://myeducation.netc.navy.mil/.

- Log in and open your existing application to view your approved class.
- Print and sign your TA voucher and submit to Southern New Hampshire University.

- 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.