

Military Students Mobilization and Deployment Guide

Please follow the steps below immediately upon receipt of your military orders and/or training schedule to expedite processing.

BEFORE YOUR DEPARTURE:

- ☐ Contact the Veterans and Military Student Services Department (VMSS) at veterans@memphis.edu or by calling: 901.678.4269. Inform the VMSS coordinator that you have been activated for military service and/or training. *The VMSS staff will work with you to access academic and off-campus support resources.*
- ☐ Inform your professors that you have been activated for military service and discuss your academic options with each one. Keep a record of names, dates, emails, etc. and summarize your conversations with them.
- ☐ Complete the **Military Activation Form** by clicking the following link:
<https://www.memphis.edu/veterans/pdf/military-activation-form.pdf>
- ☐ Terminate your active GI Bill education benefits by submitting a written request to the Veterans Educational Benefits & Certification Department (VEBC) at vetedbenefits@memphis.edu.

If you need additional support with the Military Activation Form or in communicating with your professors, contact the VMSS staff.

RETURNING TO THE UNIVERSITY:

- ☐ If you plan to continue your education, contact the VMSS Department for steps on readmission to the University and for readjustment support or resources.
- ☐ If you have been activated for deployment and have missed a full semester, you will be required to apply for readmission to the University through the Admissions Department. Complete the **Readmit** application located at the following link: <https://www.memphis.edu/admissions/readmit/index.php>. You will NOT be charged an application fee.
- ☐ If you received any additional training during your time of active military service, send an updated official JST/CCAF to UofM Admissions Office.
- ☐ If you were deployed for 90+ days, you may qualify for additional VA education benefits. Contact the VEBC Department for more information and assistance at: vetedbenefits@memphis.edu or by calling 901.678.2996.
- ☐ To determine your eligibility for the Active Duty GI Bill (MGIB-Chapter 30 and MGIB-Chapter 33-Post 9/11) and to establish reinstatement of your GI Bill benefits contact the VEBC Department.
- ☐ If you are eligible to receive Federal TA and/or TN STRONG, contact the USBS Department at:
<https://www.memphis.edu/usbs/index.php> or by calling: 901.678.2712.
- ☐ Re-establish contact with your academic advisor to discuss the continuation of your degree program.