



## Becoming a Student at the Merrill Institute

Veterans can follow these steps to get started with enrollment at the Merrill Institute.

### Step 1: VA Benefits Application

Veterans and Service Members must fill out an application whether you are a first time college student or a transfer student. It is recommend that you fill out the application online to determine your VA Education Benefits. Completing this application ahead of time will help the School Certified Official (SCO) determine which Chapter your education benefits will come from. Please submit your DD214 or 2384 Notice of Basic Eligibility forms along with your application. If these forms are not readily available, **do not hold up submitting your application**. These forms can be submitted at a later date. Once you have completed your application, you will receive a automatic email notice showing your name, date of submission and with VA office received your form. After your form has been submitted, you may contact the VA office that received your form with questions.

The application for Education Benefits form, 22-1990 is available on the vets.gov site.

<https://www.vets.gov/education/apply-for-education-benefits/>

The application for a transfer student is still available on the VANOPP website.

<http://www.vabenefits.vba.va.gov/vonapp/default.asp>.

Please note: veterans are required to be enrolled **one month** prior to start date of their chosen semester to utilize their VA Educational Benefits

### Step 2: Apply

Next, visit [www.merrillinstitute.com](http://www.merrillinstitute.com) to fill out an application for the Merrill Institute. Once your application has been submitted and reviewed, the SCO will contact you.

### Step 3: Meet the School Certifying Official

The SCO will schedule an appointment for you to tour the facility. During this time you will meet with the lead instructor of the welding program for a brief discussion and complete your entrance exam. If you wish to prepare for the exam, a practice quiz is available on our website, located at [www.merrillinstitute.com](http://www.merrillinstitute.com) under the **Student Information tab**.

### Step 4: Receiving Acceptance Letter

You will receive an acceptance letter via the US Postal Service within 3-5 days of your visit with the SCO. The letter will welcome you to the program and will provide the start date and the date of orientation.

**Step 5: Certification in VA Once**

Upon receiving your acceptance letter, you are required to submit written notification confirming that you accept or reject our offer of acceptance. Acceptance letters can be submitted via US Postal Service addressed to:

Merrill Institute  
520 Republic Ave.  
Alma, MI 48801

Or, you can submit via email at [info-min@merrillinst.com](mailto:info-min@merrillinst.com).

You are required to schedule an appointment as soon as possible and no later than 30 days prior to the start of class. At that time, the SCO will certify you in VA ONCE. Veterans who use their VA Benefits are required to register in VA Once to apply their benefits toward their education.

**Step 6: Orientation**

Orientation is a scheduled date and will be indicated in your acceptance letter. Your attendance is required.

**Step 7: Class**

The date and time of your first class will be indicated in your acceptance letter. Steel toed boots are required for the first day of class.

If you have any additional questions, please feel free to contact Teri Webster at 989.462.0322 or email questions to [info-min@merrillinst.com](mailto:info-min@merrillinst.com).

[www.merrillinstitute.com](http://www.merrillinstitute.com)