Mobilization and Deployment Checklist

BEFORE YOUR DEPARTURE: Contact the IPFW Military Student Services Coordinator

- Notify the IPFW Military Student Services Coordinator and VA Certifying Official in the Military Student Services office (KT 104) and your professors that you have been activated and present a copy of your orders. Do not withdraw from school before speaking with Military Student Services Coordinator.

- Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.

- Discuss courses of action with Military Student Services Coordinator, VA Certifying Official, Registrar, Bursar, and Financial Aid office. Keep a record of names, dates, individuals and a brief summary of your conversations with the school and lending institution.

- Contact your student loan lending institution. It is your responsibility to follow through with any procedure the lender indicates.

- If you encounter any problems resolving your academic status, request assistance from the Military Student Services Coordinator.

Note: to ensure proper credit and to prevent any financial loss to the Soldier, these steps must be completed prior to departure. In the event you are unable to complete these steps prior to departure, please contact Military Student Services Coordinator ASAP.

WHEN YOU RETURN: Contact the Military Student Services Coordinator

- If you were deployed for 90 days, you may qualify for additional education benefits, but may need to reapply in order to utilize different VA benefit chapters, through the VA Certifying Official.

- To determine your eligibility for Reserve Education Assistance Program (REAP – Chapter 1607) or the Active Duty GI Bill (MGIB-AD Chapter 30 and 33 (Post 9/11) and to establish reinstatement of your GI Bill benefits.

- Bring copies of your DD-214’s for EACH DEPLOYMENT

- Upon de-mobilization, if you plan to continue your education, contact the Military Student Services Coordinator to find out what steps you must take to re-activated as a student.

- If you have been activated for deployment for a year or more, you may be required to re-activate your student status with the Admissions office in order to get back into the system in an “active” status.

- Re-establish contact with your academic advisor to discuss continuation of your degree program and applicable credit for your military experience and training.

Jo Vaughan, M.A., Military Student Service Coordinator  
Kettler 104  
260-481-0207

Andy Alcock, Veterans Affairs Certifying Official,  
Kettler 104  
260-481-6126

IPFW Campus, 2101 E Coliseum Blvd, Fort Wayne, IN 46805-1499