

Military Call-Up Check Sheet

Any administrative action is contingent upon a copy of military orders being received by the Office of Registration & Records.

Term / Year: _____

Today's Date: _____

Student Name: _____

BGSU ID: _____

Mailing Address: _____

BGSU College: _____

Phone: _____

Military orders attached
 Remain enrolled in at least one class

Last date of attendance at BGSU
 Complete withdrawal from classes

Yes / No Are you expecting to graduate from BGSU this term?
 Yes / No If yes, do you wish to withdraw your graduation application?

Yes / No Are you receiving financial aid? For financial aid recipients, all aid will be processed based on the last date of attendance. A new award letter and additional correspondence will be sent from the Office of Student Financial Aid. To determine your options while on active military duty, use LoanLocator (www.loanlocator.org) to obtain a list of your loan holder(s) and their contact information.

Yes / No Are you residing in BGSU residence hall? If yes, contact the Office of Residence Life at 419-372-2011 to make an arrangement to check out of your room.

Yes / No Are you enrolled in an On-Campus meal plan?

Yes / No Are you currently receiving VA educational benefits?

Yes / No Did you purchase books from the University Bookstore? If so, contact the Bookstore at 419-372-7249 to make refund arrangements. If available, take your purchase receipt with you.

For the purpose of military call-up, I authorize the following person(s) to act on my behalf:

Name _____ Phone _____

Student Signature _____ Interviewer _____

For Office Use Only

_____ Date NC/WD Added
_____ Date classes dropped
_____ Date classes dropped if not full W/D
_____ Military Call-Up recorded in Comments

Today's date = contact date
Last date of attendance = Effective Date