LUO Military Benefits - Suggested Documentation

In order to receive the benefits offered to Liberty University Online military students and spouses, military documentation is requested for verification of service. This documentation can be submitted to the Office of Military Affairs by fax: (434) 455-1287 or email: LUOmilitary@liberty.edu.

**Character of Service (COS):** Students submitting a DD-214 or NBG-22 for verification must have one of the below Character of Services indicated on the document.
- Honorable
- General
- Under Honorable Conditions
- Uncharacterized (if completion of basic training can be verified on the DD-214)

**Military spouses** are required to submit valid photo identification for themselves and their spouse in addition to a copy of their marriage certificate, and one of the suggested documents listed below. Acceptable forms of photo identification must include name, date of birth, gender, and photo, such as a copy of your Driver’s License, Passport, or DMV identification card. **Military IDs are not accepted.**

**Documentation for Service Members and Veterans:**

**Active Duty:** *One of the below required.*
- Authorized Tuition Assistance form or GoArmyEd registration
- Military Orders within the last year
- LES within last 3 months
- Letter from Superior
- AF Form 899 (Permanent Change of Service Orders) within the last year
- Enlisted/Officer Record Brief/Data Verification Brief
- Memorandum of Service
- Proof of Service Letter
- Statement of Service
- VA Service Letter

**Reserve/National Guard:** *One of the below required.*
- Authorized Tuition Assistance form or GoArmyEd registration
- NGB-22 (including COS)
- Military Orders within the last year
- LES within last 3 months
- Letter from Superior
- Enlisted/Officer Record Brief
- Memorandum of Service
- Proof of Service Letter
- Statement of Service
- Letter from VA containing Dates of Service, Branch of Service, and COS, on official Letterhead, dated and signed by a VA official (manager/director)

**Discharged/Retired:** *One of the below required.*
- DD-214 or NGB-22 (including COS)
- General/Honorable Discharge Certificate
- Discharge Certificate
- Retirement Certificate
- Orders concerning Discharge/Retirement
- Letter from VA containing Dates of Service, Branch of Service, and COS, on official Letterhead, dated and signed by a VA official (manager/director)
Documentation for Other Categories:

**Military Spouses:** *DoD and VADF Spouses are not eligible.*

- One of the above listed military documents depending on your spouse’s status (Active Duty, Reserve, Discharged, etc...).
- Copy of Marriage Certificate or License.
- Driver’s Licenses (or other acceptable photo ID) for both the service member and spouse. Military IDs not accepted.

**Department of Defense (DoD):** *One of the below required. DoD Contracting Agency employees do not qualify.*

- Letter from HR or supervisor on DoD letterhead verifying your current employment with a DoD agency
- DoD LES within last 3 months
- SF50 – Notification of Personnel Action within last 3 months

**Virginia Defense Force (VADF):** *One of the below required. Only Virginia State Guard qualifies.*

- Oath of Service and most recent orders
- Letter from company commander/battalion S1

**Questions?** Email LUOmilitary@liberty.edu or call (855) 355-4947.