

## LUO Military Benefits - Suggested Documentation

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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](mailto:LUOmilitary@liberty.edu).

**Character of Service (COS):** Students submitting a DD-214 or NGB-22 must have one of the below Character of Services indicated on the document.

- Honorable
- General
- Under Honorable Conditions

**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, & photo, such as a copy of your Driver's License, Passport, or DMV identification card. **Military IDs are not accepted.**

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### Documentation for Service Members and Veterans:

**Active Duty:** *One of the below required.*

- Authorized Tuition Assistance form or ArmyIgnitED registration
- Current Military Orders
- LES within last 3 months
- Signed and dated letter on official Letterhead from Commanding Officer containing Branch of Service, Current Status, and Rank
- AF Form 899 (Permanent Change of Service Orders) within the last year
- Enlisted/Officer Record Brief/Data Verification Brief within the last year
- Memorandum of Service
- Proof of Service Letter
- Statement of Service

**Reserve/National Guard:** *One of the below required.*

- Authorized Tuition Assistance form or ArmyIgnitED registration
- Current Military Orders
- LES within last 3 months
- Signed and dated letter on official Letterhead from Commanding Officer containing Branch of Service, Current Status, and Rank
- Enlisted/Officer Record Brief within the last year
- Memorandum of Service
- Proof of Service Letter
- Statement of Service

**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 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 direct employment with the DoD
- DoD LES within last 3 months
- SF50 – Notification of Personnel Action within last 3 months

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

Updated: 03-FEB-2022