

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 directly in the Student Checklist. If these document requirements are not listed on your Student Checklist, you may submit byemail: LUMilitary@liberty.edu or fax (434) 455-1287.

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. Final discharge documents must reflect dates for the latest term of service.

- 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.**

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

**Please note that this document reflects the general guidelines of the Office of Military Affairs. Each document is subject to review and approval.*

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