

IPFW – ACTIVATION / MOBILIZATION CHECKLIST

- Notify the IPFW - VA Certifying Official in the Registrar's Office and your professors that you have been activated and present a copy of your orders.
- 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.
- Keep a record of names, dates, individuals and a brief summary of your conversations with the school and lending institution.
- Notify the IPFW - VA Certifying Official that you have been activated and present your activation orders. Discuss the appropriate course of action with the VA Counselor. **Note: Do not withdraw from school until you have your orders.**
- Contact your student loan lending institution. It is your responsibility to follow through with any procedure the lender indicates.
- Call your Education office of your installation unit. If you encounter any problems resolving your academic status, request assistance from the Education Coordinator at your installation.

Note: to ensure proper credit and to prevent any financial loss to the Soldier, these steps must be completed prior to departure.

WHEN YOU RETURN:

- Contact the IPFW – 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 to establish reinstatement of your GI Bill benefits.
- If you were deployed for 730 consecutive days, to determine your eligibility for MGIB-AD Chapter 30, contact the Education Officer at your installation, or your state GI Bill Manager.
- Upon redeployment, if you plan to continue your education, contact the IPFW admissions office to find out what steps you must take to re-enroll. If you withdrew from school, you may be required to re-apply in order to get back into the system in an “active” status. Contact the IPFW admissions office for application details and to determine your class standing. **Note: Depending on how long you were away from school, this process may differ from that of a first time applicant.**
- Re-establish contact with your academic advisor to discuss continuation of your degree program and applicable credit for your military experience and training.