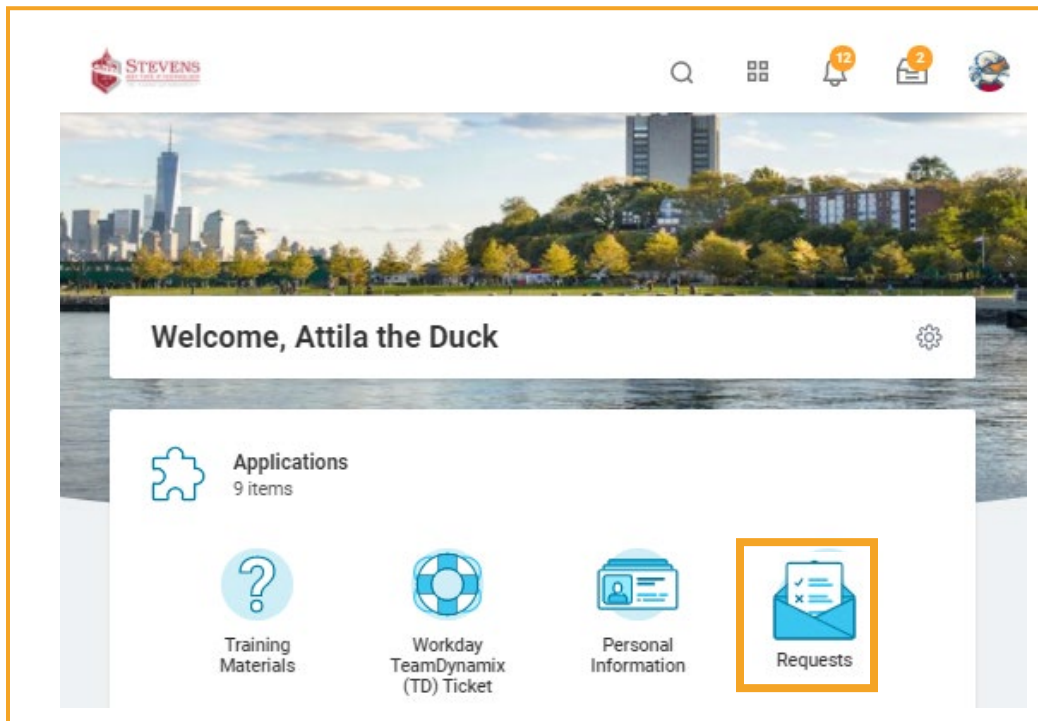


## Military Benefits Application

Quick Search: **Create Request**

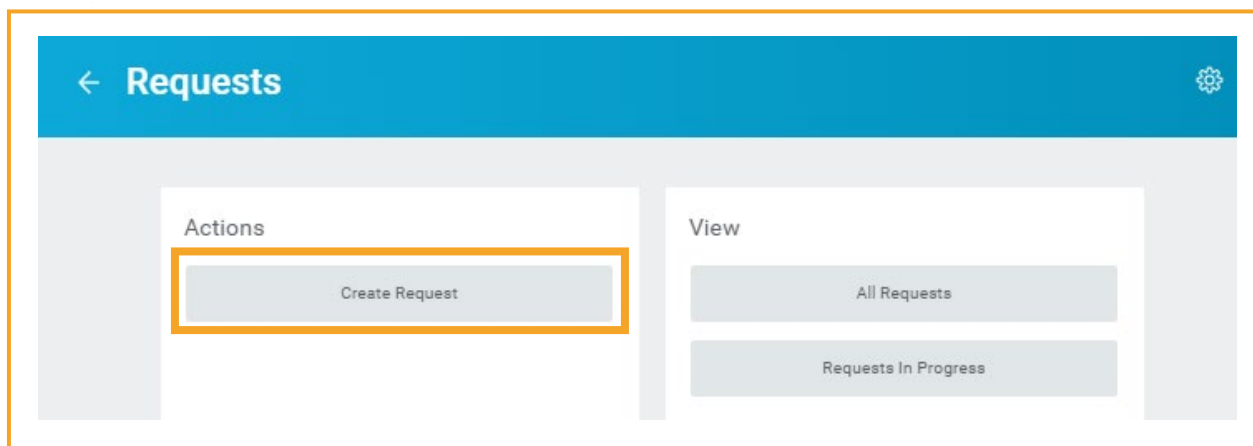
### STEP 1

Select **Requests** located in the Applications section on your Workday homepage.



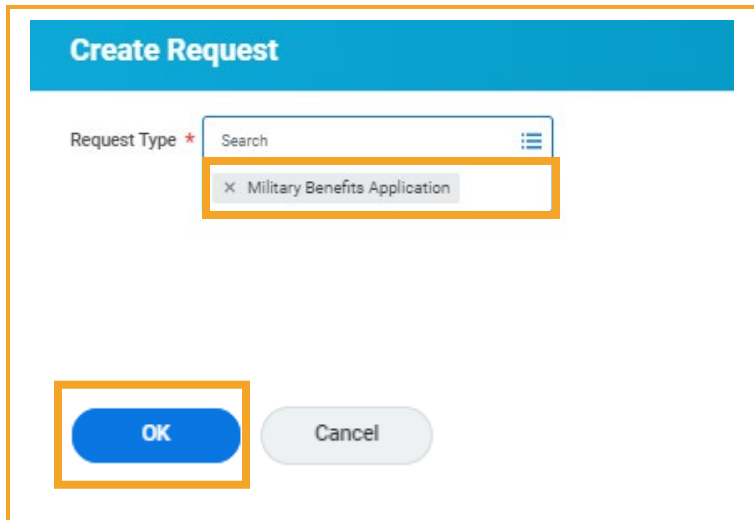
### STEP 2

Select **Create Request** located in the Actions section.



### STEP 3

Enter or Search: **Military Benefits Application** – Select **OK**

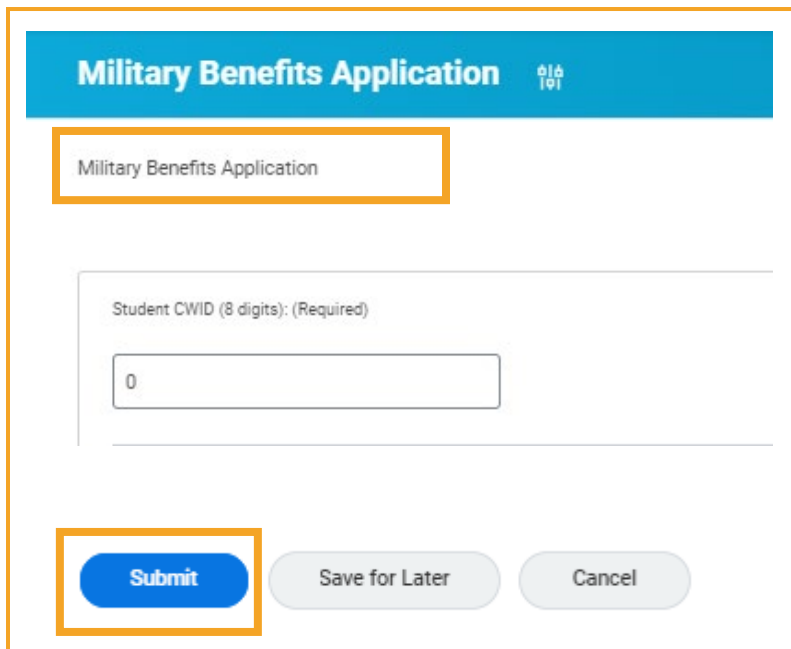


The screenshot shows a 'Create Request' form. At the top, there is a blue header with the text 'Create Request'. Below the header, there is a 'Request Type \*' label followed by a search input field containing the text 'Search'. A dropdown menu is open below the search field, showing a single option: 'Military Benefits Application'. At the bottom of the form, there are two buttons: a blue 'OK' button and a grey 'Cancel' button. The 'OK' button is highlighted with an orange border.

### STEP 4

Complete **all** required Military Benefits fields and provide any necessary document attachments – Select **Submit**

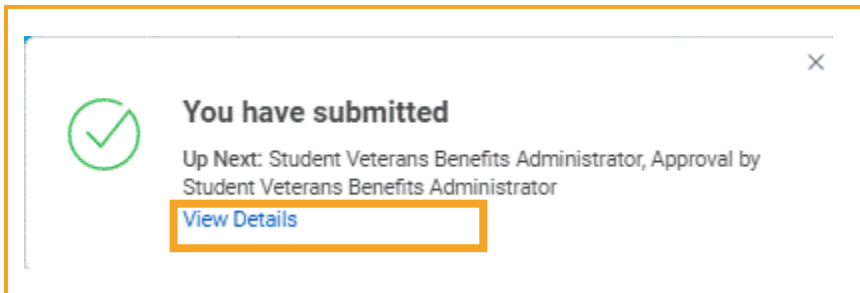
*Note: You must include your legal last name and phone number. If you are a first semester student you must upload a Certificate of Eligibility (COE). Email [Registrar@stevens.edu](mailto:Registrar@stevens.edu) for any COE questions.*



The screenshot shows a 'Military Benefits Application' form. At the top, there is a blue header with the text 'Military Benefits Application' and a small icon. Below the header, there is a text input field containing the text 'Military Benefits Application'. Below this, there is a 'Student CWID (8 digits): (Required)' label followed by a text input field containing the number '0'. At the bottom of the form, there are three buttons: a blue 'Submit' button, a grey 'Save for Later' button, and a grey 'Cancel' button. The 'Submit' button is highlighted with an orange border.

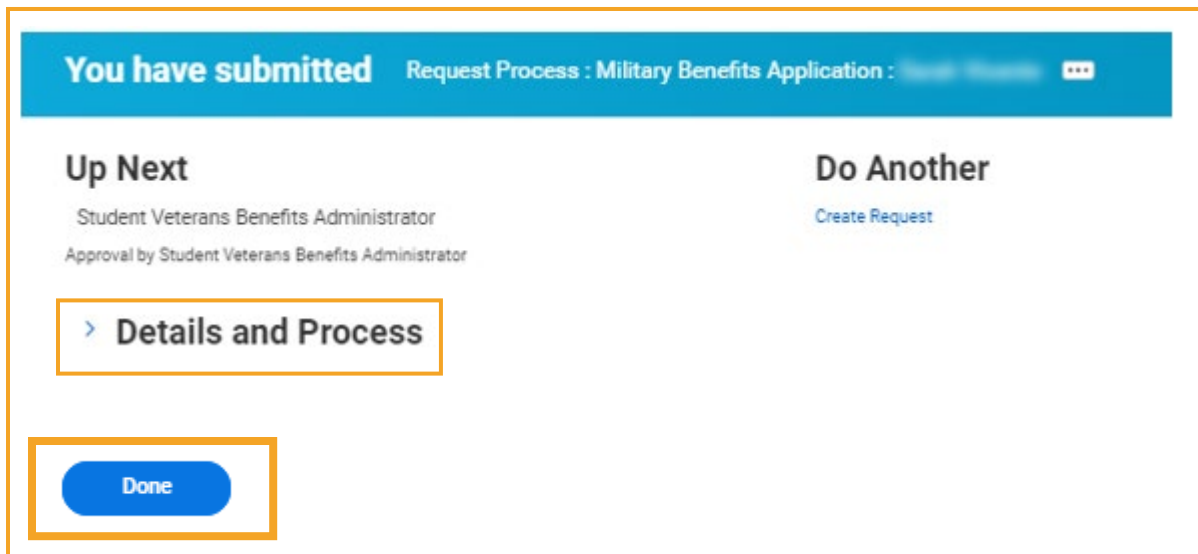
## STEP 5

Select **View Details**



## STEP 6

Click on the expand arrow to view additional **Details** and **Process**. Select **Done**



*Note: You will need to submit a Military Benefits Application for **each semester** that benefits will be used.*