

CHECKLIST FOR VETERANS

ACTIVATE YOUR VA EDUCATION BENEFITS

	Step	Action	Date Complete
1 st semester unless subsequent active duty	1	DD-214 - Order your DD-214, Member 4 copy (long form) and check all items for accuracy and request any corrections or changes immediately. Once accurate, you will need this form throughout your lifetime. Make several copies for general use and store the original. You may apply for VA benefits in combination with Hazlewood exemption if you can certify you are not eligible for Chapter 31 (VA Vocational Rehabilitation education benefit) or Chapter 33 at 100% eligibility. The combination of federal and state Veterans education tuition and fee benefits cannot total more than 100% of eligible tuition and fees for any given semester. <i>If applying for both VA and Hazlewood benefits, also see the 1st Semester Checklist.</i>	
	2	Veteran Statement – First semester of each program (baccalaureate, masters, etc.). <i>See forms list.</i>	
1 st Semester unless additional courses taken	2	Transcripts – If you received training for college credit, whether in a military or civilian setting, apply for a transcript. Military transcripts can be obtained from the following: <ul style="list-style-type: none"> • Army - http://aarts.army.mil/ • Navy or Marine - https://smart.navy.mil/ • Air Force - http://www.au.af.mil/au/ccaf/transcripts.asp • Coast Guard - http://www.uscg.mil/ 	
See website	3	Apply for Admission – www.applytexas.org For information about eligibility requirements, see http://www.tamut.edu/admission/index.html	
VONAPP – once	4	VA Online Application (VONAPP) and information – for the following: <i>Chapter 33 (Post-9/11), Chapter 30 (MGIB), Chapter 1606 (MGIB-SR), Chapter 1607 (REAP), Chapter 32 (VEAP)</i> at https://www.ebenefits.va.gov/ . Submit the Certificate of Eligibility (COE) you receive from the VA. If you are a Reservist, you will submit a Notice of Benefits Eligibility (NOBE). <i>Dependents and 1607 recipients have additional requirements. Contact us at Veterans@TAMUT.edu for more information.</i> Vocational Rehabilitation and Employment VetSuccess Program – information and application – for Chapter 31 (Veterans with service-connected disabilities) is available at http://www.vba.va.gov/bln/vre/ . VA form 28-1995 from Case Manager each semester.	
Upon change of program or school Every Semester	5	Transfer student or changing your major and previously used VA benefits? – complete the VA form 22-1995, found at http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf . Dependents of veterans complete VA form 22-5495, found at http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf	
	6	Request to Certify Benefits – See the Forms List. The SCO is not allowed to assume you want to use your VA education benefits every semester you enroll. You must submit a completed Request for Certification as soon as you register for classes for the following term. <i>The earlier you register and notify the SCO, the more likely you will begin receiving benefits in a timely manner. Advance Pay requests must be submitted no less than 45 days prior to the first day of classes to allow processing time.</i>	
	7	Most recent COE showing the number of months of eligibility remaining. If more than 90 days old, please contact SCO for assistance.	