



CHECKLIST FOR VETERANS



ACTIVATE YOUR VA EDUCATION BENEFITS

	Step	Action	Date Complete
FIRST SEMESTER ONLY UNLESS SUBSEQUENT CHANGES	1	Apply for Admission – http://www.tamut.edu/Start.html Follow the five steps on this webpage to complete the admission process. For information about eligibility requirements, see http://www.tamut.edu/admission/index.html .	
	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, Navy, Marine Corps, Coast Guard - https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do • Air Force - http://www.au.af.mil/au/ccaf/transcripts.asp 	
	3	VA Online Application (VONAPP) - 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/ .	
	4	DD-214 – Provide a copy of your DD-214, Member 4 or Service 2 copy (long form). If you have more than one period of service, a copy of each DD-214 will be required. Make several copies for general use and store the original(s). You can request copies of your DD-214 from http://www.archives.gov/veterans/military-service-records/ or ebenefits.va.gov .	
	5	Veteran Statement – First semester of each program (baccalaureate, masters, etc.). <i>See forms tab on Veterans webpage.</i>	
Upon change of program or school	6	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	
Once A Year	7	Most recent COE showing the number of months of eligibility remaining. If less than eight months of benefits remaining, please contact SCO for assistance.	
Every Semester	8	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>	
	9	Vocational Rehabilitation and Employment VetSuccess Program - VA Form 28-1905 from Case Manager each semester.	

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