

Application and Enrollment Checklist

Veterans Education Benefits

Forms can be completed on www.gibill.va.gov, Veterans Online Application. A copy should be printed out and given to the school Certifying Official.

- Determine your eligibility. Contact the VA at 1-888-442-4551. Visit the GI Bill web site for benefit comparison information. Consider all chapter benefit options before making a decision on which benefit to apply for. If you are eligible for the Post-9/11 GI Bill (Chapter 33) and another chapter benefit, make sure you understand the implications of applying for one or the other. Your school Certifying Official can provide basic benefit information but cannot make the decision for you.
- Apply for Veterans Education Benefits
 - Veteran who did not use benefits previously: VA Form 22-1990
 - Provide a copy of DD Form 214, member copy 4; or
 - Notice Of Basic Eligibility (DD Form 2384)
 - Dependent who did not use benefits previously: VA Form 22-5490
 - Apply using veteran's file number, not SSN
 - Dependent who received transferred benefits: VA Form 22-1990E
 - Provide a copy of transferability paperwork from the DoD web site
 - Child applying for Fry Scholarship: VA Form 22-5490
- Previously used benefits at another school or in another training program
 - Veteran: VA Form 22-1995
 - Dependent: VA Form 22-5495
 - Dependent who received transferred benefits: VA Form 22-1995
 - Child receiving Fry Scholarship: VA Form 22-1995
- Complete the application process at the school you are attending.
- Notify the school Certifying Official when you have completed the application process and registered for classes. The SCO cannot certify your enrollment to the VA until you have been accepted to the school and registered for classes. You may register only for classes that apply to your degree/certificate/diploma program.
- Obtain **Official** copies of transcripts from previous schools and/or military service and provide them to your school so they can be evaluated for credit for prior training.

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. All veterans and dependents should apply for financial aid. Veterans education benefits are no longer considered when figuring financial aid.
- If you are applying for Federal Tuition Assistance (TA), provide a copy of your approved TA document to the school Certifying Official and the student accounts office as soon as you receive it. Active duty students receiving TA must send an approved copy of their TA document to the Buffalo Regional Processing Office immediately upon receipt.
- If you are receiving National Guard Education Assistance Program funds, notify your school Certifying Official each term/semester you receive an award letter.
- Notify your school Certifying Official of **ALL** changes in your enrollment status ASAP. SCOs must report all enrollment changes to the VA.
- When you receive a Certificate of Eligibility (COE) or a Benefits Award Letter from the VA, provide a copy to the school Certifying Official immediately. You do not need the COE to register for classes. Your school Certifying Official does not need the COE to certify your enrollment but they do need a copy when you receive it.
- After you have received your benefits award letter, verify your enrollment monthly on WAVE the last of the day of each month at www.gibill.va.gov/wave/index.do (Not required for Chapters 33 and 35)
- Contact the VA with payment questions: 1-888-442-4551 or use “Ask A Question” on the GI Bill web site.
- Keep your address current with your school Certifying Official. Keep your direct deposit information current with the VA. Update direct deposit information on WAVE or call 1-877-838-2778.