



Paperwork Needed For Students Who Receive or Never Applied for VA Educational Benefits

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FIRST TIME RECIPIENTS

To apply for your VA benefits, go to www.ebenefits.va.gov and scroll down to click on the **Education Benefits link**. You will arrive at Apply for Benefits; select Education and Training to start the process of applying for benefits.

You can also apply by going to www.va.gov

Scroll down to Education and select “Apply for education benefits”

*Make sure to write down confirmation number

Complete your online application for education benefits. You may need your military records (DD214) or (NOBE) with you to assist you in entering the data requested. After you have completed the **application** print or take a snapshot for your records. A confirmation number will be created, so that the VA can review your application. Once approved, the VA will mail a **Certificate of Eligibility** to the mailing address you provided on the application. Bring that document to the Admissions Office.

In order for your VA benefits to be certified by the VA office on campus, we will need:

1. A copy of your Certificate of Eligibility and your DD-214 or NOBE
2. Enrollment Certification for VA Benefits: (This form can be picked up in the VA Office located in the Financial Aid Office)

RETURNING STUDENTS

In order to be certified each semester for VA benefits, you will need to submit an enrollment verification form from the VA Office on campus.

You must submit this form before you are certified.

- **Enrollment Certification for VA Education Benefits**

VERIFY ATTENDANCE

You need to verify your attendance every month before payment is issued if you are receiving one of the following:

- Montgomery GI Bill – Active Duty (Chapter 30)
- Montgomery GI Bill – Selected Reserve (Chapter 1606)
- Reserve Educational Assistance Program – REAP (Chapter 1607)

Please visit the website www.gibill.va.gov, follow the link to enter the **Web Automated Verification of Enrollment (WAVE)** to verify your enrollment online. You can also call 1-877-823-2378) to verify by telephone. You do not need to verify your attendance if you are receiving Post 9/11 GI Bill (Chapter 33)

If you have any questions regarding your benefits, you need to contact the Department of Veterans Affairs at 1-888-442-4551.