# Checklist for Veterans

## Activate Your VA Education Benefits

### Step 1: Apply for Admission
- [http://www.tamut.edu/Start.html](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](http://www.tamut.edu/admission/index.html).

### Step 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:
  - Army, Navy, Marine Corps, Coast Guard: [https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do](https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do)

### Step 3: VA Online Application (VONAPP)
- Information for the following:
  - Chapter 33 (Post-9/11)
  - Chapter 30 (MGIB)
  - Chapter 1606 (MGIB-SR)
  - Chapter 1607 (REAP)
  - Chapter 32 (VEAP)
- 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). Dependents and 1607 recipients have additional requirements. Contact us at Veterans@TAMUT.edu for more information.

### Step 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/](http://www.archives.gov/veterans/military-service-records/) or [ebenefits.va.gov](http://www.ebenefits.va.gov).

### Step 5: Veteran Statement
- First semester of each program (baccalaureate, masters, etc.). See forms tab on Veterans webpage.

### Step 6: Transfer student or changing your major and previously used VA benefits?

### Step 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.

### Step 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. 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.

### Step 9: Vocational Rehabilitation and Employment VetSuccess Program
- VA Form 28-1905 from Case Manager each semester.

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