

## **Education Checklist for Eligible Persons Under Chapters 30, 32, 33, 1606 and 1607**

1. Have you ever used your GI Bill benefits before? YES OR NO

A. \_\_\_ YES!

a. Are you attending the same school? YES or NO

\_\_\_ YES! No application is required from you; please see the School Certifying Official (SCO) at your school to certify your actual enrollment period to VA.

\_\_\_ NO! Please complete and submit a Request for Change of Program or Place of Training, VA Form 22-1995 to the VA. The form can be access electronically for electronic submission at <http://vabenefits.vba.va.gov/vonapp/main.asp> or download a hard copy form at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf> .

B. \_\_\_ NO! This is my first time. Please complete and submit an Application for VA Education Benefits, VA Form 22-1990 to the VA. Application is available for electronic submission online at <http://vabenefits.vba.va.gov/vonapp/main.asp> or download the hard copy application at <http://www.vba.va.gov/pubs/forms/22-1990%285-09%29.pdf>.

In addition, you may be required to provide one or more of the following documents when you submit your original application.

A copy of your **DD Form 214 member 4 copy** (Chapters 30, 33, and 1607 only)  
DD Form 2384, Notice of Basic Eligibility, NOBE (Chapter 1606 only)

Once you have submitted your application, you need to see your School Certifying Official (SCO) at your school. Every school in the United States including some schools overseas that are eligible to train veterans, service members and their dependents, has a designated school certifying official (SCO) located on campus. The SCO is employed by the school and not by VA. (Hint: Check with Financial Aid Department, Admission and Records Department or Registrar's Office for your designated SCO at your school).

2. Have you talked to your School Certifying Official (SCO) at your school about your VA enrollment certification, VA Form 22-1999? YES or NO.

A. \_\_\_ YES! You are done! Enjoy pursuing your education goal and good luck on your studies.

B. \_\_\_ NO! Please locate your SCO on campus and request that a VA Enrollment Certification, VA Form 22-1999, be submitted on your behalf to the VA. The SCO certifies your actual enrollment period (VA Enrollment Certification, VA Form 22-1999) to the VA and that's what triggers your payment.

NOTE: If you are eligible to receive benefits under the Post 9/11 GI Bill (Chapter 33), your tuition and fees payments are sent directly to the school. Housing allowance, kickers and books stipend are sent directly to the student provided they are eligible for the benefit. Remember that the Post-9/11 GI Bill housing stipend is paid “in arrears.” This means that your housing stipend for January won’t be received until February. Also, if you are starting school for the first time, your first payment may not be for a full month of housing because we pay from the actual day you start school. So, if you start January 8, your February payment will be for the 23 days you attended in January.

To obtain status of your education claim, please call our education call center at 1-888-442-4551 (Monday through Friday from 7:00 am to 5:00 pm, Central time). You can also send an electronic inquiry (7 days a week, 24 hours a day) on our website, [www.gibill.va.gov](http://www.gibill.va.gov) under ‘GI Bill Links’ then click on ‘Ask Us a GI Bill Question’ and use the ‘Ask a Question’ tab.