



## Applying for VA Educational Benefits



### Basic Steps to Be Certified for Benefits

**Step 1** – Obtain the VA Certification Information Sheet and the Verification of VA Enrollment Sheet from the VA School Certifying Official (SCO) in the Registrar’s Office or download the documents from the DSU website: <http://www.deltastate.edu/academic-affairs/registrar-office/veteran-students/>. These documents acknowledge that benefits will be used for a given term and identify the courses for which benefits can be certified.

**Step 2** - Complete and submit the VA Certification Information Sheet and Verification of VA Enrollment Sheet along with any other required documents to the SCO (see information below re documents). In order for the Verification of Enrollment Sheet to be completed, you must register for classes and have your advisor or department chair sign the document verifying the number of hours that apply towards the completion of your degree.

**Step 3** - The SCO will certify your registration. The certification process reports to the VA how many hours you are taking, the cost of tuition/fees, and your rate of pursuit (less than ½ time, ½ time, ¾ time, full-time). The VA will only pay for courses that apply towards a student’s degree program.

### Additional Important Information

- You are required to notify the SCO of any changes to enrollment, address, status, email, or degree plan. The VA requires all changes to be reported within 30 days. All of this may affect how benefits and information are processed for payments or correspondence.
- Certification timing will vary. It will depend on the volume of certifications, completed/ accurate paperwork or documents, and VA processing. Books and supplies may need to be paid out of pocket and will be reimbursed when VA benefits are received. All other tuition/fees not payable by the VA are due according to guidelines set by Student Business Services.
- Chapter 1606, 1607, or 30, while in school, you must verify EVERY MONTH with the VA that you are still in fact taking courses to receive your next monthly deposit. Call 1-877-823-2378 or visit [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave).



## Applying for VA Educational Benefits



### First- Time Applicants

Go to <https://www.vets.gov/education/apply-for-education-benefits/application/1990/introduction>

- Note - Required information for application: Social Security # (SSN); Military history (Service Members only); Sponsor's SSN (Dependents only); school information; bank account/direct deposit information; education history
- Click on "Start the Education Application" located under the number "4".
- Complete the application for educational benefits. Normally, the VA will process your application within 30 days. You will receive a Certificate of Eligibility (COE) in the mail. Give a copy to your SCO. You can call GIBill (1-888-442-4551) to check the status of an application. Your benefits will not be affected if you've applied and then attend elsewhere.

### Already Have Certificate of Eligibility

There is no need to reapply for a COE. A copy of your COE needs to be in your VA file in the SCO Office. Submit a Verification of VA Enrollment sheet each semester to the SCO. A VA Certification Information sheet is needed if you did not select to certify for upcoming semesters and/or contact information has changed. If you change your school or degree plan, visit [www.vets.gov](http://www.vets.gov) and file a form 22-1995 or 22-5495. You may pick up the forms in the VA Certifying Official's Office.

### Necessary Documents for the Certification Process

- VA Certification Information Sheet (please update as needed with address, phone, email info in line with school records)
- Verification of VA Enrollment Sheet (please notify SCO of any changes)
- Certificate of Eligibility letter from the VA (new applicants - once your application is processed)
- Copy of most recent service member DD-214 if applicable
- Copy of NOBE (Ch. 1606)
- Kicker Contract if applicable (Ch. 1606)
- Copies of Add/drop, change of major, and/or withdrawal forms and etc. should be provided to SCO as soon as changes are made

### Other Helpful Information:

*VA Educational Customer Service Line:* 1-888-442-4551 press 1 then 0

*VA benefits Website:* [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

*Army National Guard Education services:* [www.nationalguard.com/education](http://www.nationalguard.com/education)

*State Education Office:* [www.nationalguard.com/contacts/eso](http://www.nationalguard.com/contacts/eso)

Diamond Spiller | School Certifying Official | Delta State University, Kent Wyatt Hall, Suite 161  
[ddspillr@deltastate.edu](mailto:ddspillr@deltastate.edu) | Phone: (662) 846-4128 | Fax: (662) 846-4016