How to Use Your Selective Reserve MGIB Benefits at UTSA (Chapter 1606)

| Step 1: | Apply for the Selective Reserve MGIB (SR-MGIB) by submitting your application (VA Form 22-1990) for VA Education Benefits to the Muskogee Regional Processing Office (RPO). Hard-copies of VA Form 22-1990 can be mailed to the Muskogee RPO, however, to expedite the process, we highly recommend electronic submission of your application via the VA’s website:  
|          | • VA.GOV: [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)  
|          | • Navigate to the above URL >> click “Find your education benefits form” >> follow the on-screen instructions to apply for the SR-MGIB (Chapter 1606).  
|          | • **When filling out your application, we strongly advise you sign up for direct deposit.** Electronic fund transfers (EFTs) is the quickest way to receive your payments. Otherwise, you will receive a paper check by mail. |

| Step 2: | After the VA receives your application, they will review it and determine your eligibility for the SR-MGIB. The VA will then mail you a Certificate of Eligibility (COE) detailing your eligibility (usually within 6-8 weeks), which you will need to submit to our office.  
|          | • If you mail a hard-copy application for SR-MGIB benefits:  
|          |   o You will receive a hard copy of the Certificate of Eligibility which you can bring to our office  
|          | • You can request the VA to advise you of your remaining benefits on [https://www.va.gov/education/](https://www.va.gov/education/)  
|          |   o Under the contact us tab, choose “ask a question” and request your remaining benefits. |

| Step 3: | Send an official copy of your military transcripts to the UTSA Admissions Office for evaluation.  
|          | • ARMY, NAVY, MARINES, and COAST GUARD: [https://jst.doded.mil/official.html](https://jst.doded.mil/official.html)  
|          | • AIR FORCE: [https://www.airuniversity.af.edu/](https://www.airuniversity.af.edu/) |

| Step 4: | See your academic advisor and get an evaluated degree plan listing all courses required for your degree.  
|          | • The VA will only fund courses REQUIRED on your degree plan. |

| Step 5: | Register for classes on UTSA’s ASAP system. Depending on your status (Freshman, Sophomore, etc.), you will be able to register for classes during specific dates. To find out when you’re eligible to register for classes, visit:  
|          | • [https://asap.utsa.edu/terms.htm](https://asap.utsa.edu/terms.htm)  
|          | After you’ve registered for classes, you MUST fill out and submit a Certification Request to our office. This can be done online at:  
|          | • [https://veteranforms.utsa.edu](https://veteranforms.utsa.edu) |

| Step 6: | Turn in the following forms/documentation to our office:  
|          | 1. Certificate of Eligibility (COE)  
|          | 2. Certification Request (first semester only)  
|          | * If you change majors or catalogs, you must submit a new degree plan to our office. The VA will NOT fund courses that are not required for your degree, unless the course(s) substitutes for a requirement on your degree plan. In that case, you must submit a signed substitution letter (from your academic advisor) to our office. |

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