# How to Use Your Reserve Educational Assistance Program Benefits at UTSA (Chapter 1607)

**Step 1:** Apply for REAP 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 **recommend** electronic submission of your application via the VA’s VONAPP web application:

- **VONAPP:** [https://vabenefits.vba.va.gov/vonapp/main.asp](https://vabenefits.vba.va.gov/vonapp/main.asp)
- Navigate to the above URL >> click “Start VONAPP” >> follow the on-screen instructions.
  - Make sure to select **VA Form 22-1990** to apply for REAP (Chapter 1607).
- **When filling out your application,** we **strongly advise** that you **sign up** for direct deposit. Electronic fund transfers (EFTs) are the quickest way to receive your payments. If you don't sign up for direct deposit, you will receive paper checks in the mail.

**Step 2:** After the VA receives your application, they will review it and determine your eligibility for REAP. **The VA will then mail you a Certificate of Eligibility** 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 REAP benefits:
  - Make a copy of your application before mailing it to the VA. **We can use a copy of your application in lieu of you receiving your Certificate of Eligibility (COE).**
- If you used VONAPP to electronically apply for REAP benefits:
  - Print your submitted application with the confirmation number listed at the bottom of each page of the application. We can use your confirmation number in lieu of you receiving your Certificate of Eligibility. If you forget to print it out while logged on to VONAPP, you can log back in, access your submitted applications and print out a confirmation page with confirmation number.

**Step 4:** Complete VA Form 22-1995 (the “Change of Program or Place of Training” form) if you are a transfer student or if your COE does not state your degree name. You can fill this out in our office, or download and print it from:


**Step 5:** Send an official copy of your military transcripts (AARTS, SMART, CCAF, CGI) to the UTSA Admissions Office for evaluation. There is a link to each site on the General Information page of our website.

**Step 6:** See your academic advisor and get an evaluated, signed undergraduate or graduate degree plan listing all of the courses you need to take to graduate. **Graduate students are REQUIRED to have a signed academic degree plan.**

- The VA will only fund courses **required** for your degree.
- **If you are a Freshman,** you may not be able to get a degree plan from your advisor. In that case, you must keep a copy of your Freshman Advising Sheet and turn it in to our office every semester you wish to use your benefits.
- **If you are an undergraduate student and using your benefit for the first time,** you are eligible to use a waiver in lieu of a degree plan for your first semester only. Inquire about this in our office for more information.

**Step 7:** 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 in our office or online at:

- [https://www.utsa.edu/va/certification/forms/certification.pdf](https://www.utsa.edu/va/certification/forms/certification.pdf)

**Step 8:**

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<thead>
<tr>
<th>1. Certificate of Eligibility (COE)</th>
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<tr>
<td>a. OR VA Form 22-1990 with confirmation number in lieu of receiving your COE</td>
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<tr>
<td>b. OR hard-copy of your mailed application in lieu of receiving your COE</td>
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<td>2. DD-214 Member 4 Copy</td>
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<td>3. A copy of your mobilization/deployment orders through which you became eligible for REAP (Chapter 1607)</td>
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<td>4. VA Form 22-1995 (“Change of Program of Place of Training” Form)</td>
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<td>5. Signed academic degree plan *, Freshman advising sheets **, or Waiver ***</td>
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<td>6. Certification Request (first semester only)</td>
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* If you change majors or catalogs, you must submit a new degree plan to our office. The VA will NOT certify courses that are not required for your degree, unless the unlisted course substitutes for a requirement on your degree plan. In that case, you must submit a substitution letter signed by your academic advisor to our office.
** Freshman MUST submit a copy of their advising sheet along with the certification request EVERY SEMESTER.
*** Graduate students are not eligible to use a waiver. Undergraduate students are only allowed to use a waiver for their first semester using benefits.