**How to Use Your Montgomery GI Bill Benefits at UTSA (Chapter 30)**

| Step 1: | Apply for the 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/  
  - Navigate to the above URL >> click “Find your education benefits form” >> follow the on-screen instructions to apply for Montgomery GI Bill (Chapter 30)  
  - **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.  
  - If you are on ACTIVE DUTY while applying for this benefit, you must submit your DD214 to the VA as soon you receive it |
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| Step 2: | After the VA receives your application, they will review it and determine your eligibility for the MGIB. The VA will then mail you a Certificate of Eligibility detailing your eligibility (usually within 4-6 weeks), which you will need to submit to our office.  
  - If you mail a hard-copy application for MGIB benefits:  
    - 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/  
    - 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  
  - AIR FORCE: https://www.airuniversity.af.edu/ |
| Step 4: | The Veterans Certification Office can retrieve plans off Degree Works. **Graduate students are REQUIRED to have an academic degree plan their first semester**  
  - The VA will only certify courses listed on a degree plan created by your academic advisor.  
    - If you are an undergraduate student using your benefit for the first time, you may sign a waiver form. Inquire about this in our office for more information. |
| 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  
After you’ve registered for classes, you MUST fill out and submit a Certification Request to our office. You may find the form at:  
  - http://www.utsa.edu/va/certification/forms/ |
| Step 6: | Turn in all of the following forms/documentation to our office:  
  1. **Certificate of Eligibility (COE)**  
  2. **Certification Request** (https://veteranforms.utsa.edu)  
    * If you change majors or catalogs, you must let our office know. The VA WILL NOT certify courses that are not listed on your degree plan.  
If you are unable to submit these forms in person you may also submit them via our secure document uploader application:  
  - https://uploader.it.utsa.edu/Account/Login |