### How to Use Your Post 9/11 GI Bill® Benefits at UTSA (Chapter 33)

| Step 1 | Apply for the Post 9/11 GI Bill 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 VONAPP web application:  
| | • VONAPP: [https://vabenefits.va.gov/vonapp/main.asp](https://vabenefits.va.gov/vonapp/main.asp)  
| | • Navigate to the above URL >> click “Start VONAPP” >> follow the on-screen instructions.  
| | o Make sure to select VA Form 22-1990 to apply for the Post 9/11 GI Bill (Chapter 33).  
| | • 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 book stipend and housing allowance payments. If you don’t sign up for direct deposit, you will receive paper checks in the mail.  
| | • If you apply for benefits while on active duty (terminal leave is considered active duty), the VA will classify you as an active duty student, and WILL NOT pay you your housing (BAH) stipend.  
| | o To be correctly classified as eligible for the housing stipend, make sure to fax a copy of your DD214 to the VA Muskogee RPO as soon as you receive it. We can do this for you in our office. |

| Step 2 | After the VA receives your application, they will review it and determine your eligibility for the Post 9/11 GI Bill. 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 Post 9/11 benefits:  
| | o Make a copy of your application before mailing it to the VA.  
| | • If you used VONAPP to electronically apply for Post 9/11 benefits:  
| | o Print your submitted application with the confirmation number listed at the bottom of each page of the application. |

| Step 3 | Complete VA Form 22-1995 (the “Change of Program or Place of Training” form). If you are a transfer student or your COE does not state your degree. You can fill this in our office, or download and print it from:  

| Step 4 | 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.  
| | • ARMY, NAVY, MARINES and COAST GUARD: [https://jst.doded.mil/smart/signIn.do](https://jst.doded.mil/smart/signIn.do)  

| Step 5 | See your academic advisor and get an evaluated, signed degree plan listing all of the courses you are required to take to graduate. **Graduate students are REQUIRED to have a signed academic degree plan their first semester**  
| | • The VA will only certify courses listed on a degree plan signed by your academic advisor.  
| | • 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 in a copy to our office every semester you wish to use your benefits.  
| | • 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 6 | 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:  
| | o [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/forms/certification.pdf](https://www.utsa.edu/va/forms/certification.pdf) |

| Step 7 | Turn in all of the following forms/documentation to our office:  
| | 1. Certificate of Eligibility (COE) or eBenefits Education Enrollment Status page  
| | o A student must turn in an updated Certificate of Eligibility or eBenefits Education Enrollment Status page every semester they are requesting certification.  
| | 2. Receipt showing Military Transcripts were ordered and sent to UTSA Admissions  
| | 3. VA Form 22-1995 (“Change of Program or Place of Training” Form)  
| | 4. Signed academic degree plan *, Freshman advising sheets **, or Waiver ***  
| | 5. Certification Request (every semester)  
| | o A student must turn in a Certification Request form every semester once the student has finished registering for classes. |

* If you change majors or catalogs, you must submit a new degree plan to our office. The VA will NOT certify courses that aren’t listed on your degree plan, unless the unlisted course 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.  
** 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.