### 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 Vets.gov web application:  
| | **VETS.GOV:** [https://www.vets.gov/](https://www.vets.gov/)  
| | Navigate to the above URL >> click “Apply for education benefits” >> 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 (MHA) stipend until you separate.  
| | 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.  
| | **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.  
| | - 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/](https://www.va.gov/)  
| | o Under the contact us tab, choose “ask a question” and request your remaining benefits.  
| | - You can access your remaining benefits on [https://www.ebenefits.va.gov/ebenefits/homepage](https://www.ebenefits.va.gov/ebenefits/homepage)  
| | o You can find the benefits under the manage tab, click education, and then click Post 9/11 Eligibility Enrollment status.  
| | **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 out in our office, or download and print it from:  
| | - **DO NOT FILL IN THE DIRECT DEPOSIT INFORMATION FOR THE FORM SUBMITTED TO UTSA**  
| | **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.  
| | - [https://jst.doded.mil/](https://jst.doded.mil/)  
| | o Make a profile and pulled University of Texas, San Antonio off the drop down to send an official copy  
| | **Step 5:** See your academic advisor and get an evaluated, degree plan or have an updated to date degree plan on 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 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  
| | - 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:  
| | - [https://asap.utsa.edu/](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 7:** Turn in all of the following forms/documentation to our office:  
| | 1. Certificate of Eligibility (COE)  
| | 2. VA Form 22-1995 (“Change of Program or Place of Training” Form)  
| | 3. Academic degree plan *, Freshman advising sheets **, or Waiver ***  
| | 4. Certification Request  
| | o If you change majors or catalogs, you must submit a new degree plan to our office or updated on Degree Works. 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.  
| | *** Graduate students are not eligible to use a waiver. Undergraduate students are only allowed to use a waiver for their first semester using benefits.  

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**Note:** Undergraduate students are only allowed to use a waiver for their first semester using benefits. Graduate students are **REQUIRED** to have an academic degree plan their first semester.