

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

<b>Step 1:</b>	<p>Apply for the Selective Reserve MGIB (SR-MGIB) by submitting your application (<b>VA Form 22-1990</b>) 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, <b>we highly recommend electronic submission of your application via the VA's website:</b></p> <ul style="list-style-type: none"> <li>• <b>VA.GOV:</b> <a href="https://www.va.gov/education/how-to-apply/">https://www.va.gov/education/how-to-apply/</a></li> <li>• Navigate to the above URL &gt;&gt; click "Find your education benefits form" &gt;&gt; follow the on-screen instructions to apply for the SR-MGIB (Chapter 1606).</li> <li>• <b>When filling out your application, we strongly advise you sign up for direct deposit.</b> Electronic fund transfers (EFTs) is the quickest way to receive your payments. Otherwise, you will receive a paper check by mail.</li> </ul>
<b>Step 2:</b>	<p>After the VA receives your application, they will review it and determine your eligibility for the SR-MGIB. <b>The VA will then mail you a Certificate of Eligibility (COE) detailing your eligibility (<u>usually within 6-8 weeks</u>), which you will need to submit to our office.</b></p> <ul style="list-style-type: none"> <li>• <b>If you mail a hard-copy application for SR-MGIB benefits:</b> <ul style="list-style-type: none"> <li>○ You will receive a hard copy of the Certificate of Eligibility which you can bring to our office</li> </ul> </li> <li>• You can request the VA to advise you of your remaining benefits on <a href="https://www.va.gov/education/">https://www.va.gov/education/</a> <ul style="list-style-type: none"> <li>○ Under the contact us tab, choose "ask a question" and request your remaining benefits.</li> </ul> </li> </ul>
<b>Step 3:</b>	<p>Send an official copy of your military transcripts to the UTSA Admissions Office for evaluation.</p> <p><b>ARMY, NAVY, MARINES, and COAST GUARD:</b> <a href="https://jst.doded.mil/official.html">https://jst.doded.mil/official.html</a></p> <p><b>AIR FORCE:</b> <a href="https://www.airuniversity.af.edu/">https://www.airuniversity.af.edu/</a></p>
<b>Step 4:</b>	<p><b>See your academic advisor and get an evaluated degree plan listing all courses required for your degree.</b></p> <ul style="list-style-type: none"> <li>• The VA will only fund courses REQUIRED on your degree plan.</li> </ul>
<b>Step 5:</b>	<p><b>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.</b> To find out when you're eligible to register for classes, visit:</p> <ul style="list-style-type: none"> <li>• <a href="https://asap.utsa.edu/terms.htm">https://asap.utsa.edu/terms.htm</a></li> </ul> <p><b>After you've registered for classes, you MUST fill out and submit a Certification Request to our office. You may find the form at:</b></p> <ul style="list-style-type: none"> <li>• <a href="http://www.utsa.edu/va/certification/forms/">http://www.utsa.edu/va/certification/forms/</a></li> </ul>
<b>Step 6:</b>	<p><b>Turn in the following forms/documentation to our office:</b></p> <ol style="list-style-type: none"> <li>1. <b>Certificate of Eligibility (COE)</b></li> <li>2. <b>Certification Request (first semester only)</b></li> </ol> <p>* 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.</p> <p>If you are unable to submit these forms in person you may also submit them via our secure document uploader application:</p> <ul style="list-style-type: none"> <li>• <a href="https://uploader.it.utsa.edu/Account/Login">https://uploader.it.utsa.edu/Account/Login</a></li> </ul>