

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

<p>Step 1:</p>	<p>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 website:</p> <ul style="list-style-type: none"> • 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 the Post 9/11 GI Bill • 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. <ul style="list-style-type: none"> ○ To be correctly classified as eligible for the housing stipend, make sure to send a copy of your DD214 to the VA Muskogee RPO as soon as you receive it.
<p>Step 2:</p>	<p>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 (<u>usually within 6-8 weeks</u>), which you will need to submit to our office.</p> <ul style="list-style-type: none"> • 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/ <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • You can find the benefits under the manage tab, click education, and then click Post 9/11 Eligibility Enrollment status.
<p>Step 3:</p>	<p>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/</p>
<p>Step 4:</p>	<p>See your academic advisor and get an evaluated, degree plan or have an updated to date degree plan on Degree Works. The Vet Cert Office can retrieve plans off Degree Works.</p> <ul style="list-style-type: none"> • The VA will only certify courses listed on a degree plan created by your academic advisor.
<p>Step 5:</p>	<p>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:</p> <ul style="list-style-type: none"> • https://asap.utsa.edu/terms.htm <p>After you’ve registered for classes, you MUST submit a Certification Request to our office. You may find the form at:</p> <ul style="list-style-type: none"> • http://www.utsa.edu/va/certification/forms/
<p>Step 6:</p>	<p>Turn in all of the following forms/documentation to our office:</p> <ol style="list-style-type: none"> 1. Certificate of Eligibility (COE) 2. Certification Request <p>* 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.</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"> • https://uploader.it.utsa.edu/Account/Login