

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

Step 1:	<p>Request the eligible service member to transfer their Post 9/11 (Chapter 33) GI Bill benefits to you.</p> <ul style="list-style-type: none"> • First, the service member (parent, guardian, or spouse) will need to determine if he or she is eligible for Post 9/11 benefits. • Once eligibility is determined for the service member, have them review the following information to transfer their benefit to you: <ul style="list-style-type: none"> ○ VA Informational site: https://www.va.gov • To transfer benefits, the eligible service member will need to submit a request through the following website: <ul style="list-style-type: none"> ○ Official site to transfer benefits: http://milconnect.dmdc.mil ○ This can only be done while the Service member is still on Active Duty
Step 2:	<p>After benefits have been transferred to you, apply for the Post 9/11 GI Bill by submitting your application (VA Form 22-1990E) for VA Education Benefits to the Muskogee Regional Processing Office (RPO). Hard-copies of VA Form 22-1990E can be mailed to the Muskogee RPO, however, to expedite the process, we highly recommend electronic submission of your application via the VA's https://www.va.gov/ web application:</p> <ul style="list-style-type: none"> • VA Website: https://www.va.gov/education/how-to-apply/ <ul style="list-style-type: none"> ○ Navigate to the above URL >> click "Apply for educational benefits" >> follow the on-screen instructions. <ul style="list-style-type: none"> ▪ Make sure to select Find your education benefits form to apply for the Post 9/11 GI Bill ▪ 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. • Please keep in mind the VA has 30 days to process your application
Step 3:	<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 (usually within 6-8 weeks), 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.
Step 4:	<p>See your academic advisor and get an evaluated, degree plan or have an updated to date degree plan on Degree Works. The Veterans Certification Office can retrieve plans off Degree Works. <i>Graduate students are REQUIRED to have an academic degree plan their first semester</i></p> <ul style="list-style-type: none"> • 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 if you are undeclared.
Step 5:	<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 fill out and 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/
Step 6:	<p>Turn in all of the above forms/documentation to our office:</p> <ol style="list-style-type: none"> 1. Certificate of Eligibility (COE) or EBenefits Educational Enrollment Status Page 2. Certification Request <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