

How to Use Your Dependents' Educational Assistance GI Bill Benefits at UTSA (Chapter 35)

Step 1:	Apply for the Dependents' Educational Assistance (DEA) benefit by submitting your application (VA Form 22-5490) for VA Education Benefits to the Muskogee Regional Processing Office (RPO). Hard-copies of VA Form 22-5490 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: <ul style="list-style-type: none">• VA.GOV: https://www.va.gov/education/how-to-apply/<ul style="list-style-type: none">• Navigate to the above URL >> click "Find your education benefits form" >> follow the on-screen instructions to apply for the Dependents' Educational Assistance GI Bill (Chapter 35).
Step 2:	After the VA receives your application, they will review it and determine your eligibility for the DEA benefit. 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. <ul style="list-style-type: none">• If you mail a hard-copy application for MGI B benefits:<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.
Step 3:	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. <ul style="list-style-type: none">• The VA will only certify courses listed on a degree plan created by your academic advisor.
Step 4:	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: <ul style="list-style-type: none">• https://asap.utsa.edu/terms.htm After you've registered for classes, you MUST fill out and submit a Certification Request to our office. You may find the form at: <ul style="list-style-type: none">• http://www.utsa.edu/va/certification/forms/
Step 5:	Turn in all of the following forms/documentation to our office: <ol style="list-style-type: none">1. Certificate of Eligibility (COE)2. Certification Request <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 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">• https://uploader.it.utsa.edu/Account/Login