Veteran Student Checklist

Abraham Baldwin Agricultural College
VA Certifying Official:
Jessica Swords
Phone: (229) 391-5010
Fax: (229) 391-4871
Email: jswords@abac.edu

Veterans Education Benefits Hotline: 1-888-442-4551

Personal Information:

Last Name  First  MI  Student ID#

Address  Cell Phone#

Email Address  Home Phone#

Program of Study _________________________________

Enrollment Information for Certification

Please indicate your enrollment status:

[   ] New Student
[   ] Continuing/Returning Student
[   ] Transfer Student

Check the VA benefit that you plan to use:

Chapter 30 Montgomery GI Bill (MGIB) [   ] Veteran [   ] Dependent [   ] Spouse
Chapter 33 Post 9/11 GI Bill [   ]
Chapter 35 Dependent’s Education Assistance (DEA) program [   ]
Chapter 1606/1607 Reserve Education Assistance program (REAP [   ])
Chapter 31 Vocational Rehabilitation [   ]

Post 9/11 Education Benefit %__________

Are you receiving HOPE Grant or HOPE Scholarship?  Y or N  N/A

Have you ever used your GI Bill benefits before?  Yes or No

If no, please complete a VA Form 22-1990 (Initial application for education benefits) or if yes, complete the appropriate VA Form 22-1995 or VA 22-5495 (Change program or place of training).
It is the student’s responsibility to provide the following documents to the VA certifying official after you have applied for admission:

- **Official Transcripts (required)** for all previous education and training.
- **Letter of Eligibility** from the Department of Veterans Affairs
- A copy of your **DD Form 214 or Reserve Notice of Basic Eligibility (NOBE)** – NOT required for dependents

**ONLY** courses that are required for the degree requirements for your major may be certified. Physical Education courses will not be certified unless you have not served in the U.S. Military. You will be financially responsible for any courses that you enroll in that are not required by your degree requirements.

**Veterans using Chapter 33 (Post 9/11) benefits** – if you change your status from full-time to less than full-time or withdraw from school after the Add/Drop period ends, you will receive an **OVERPAYMENT** from the Department of Veterans Affairs which you will be required to repay. You must notify the Veteran’s Benefit Coordinator of any enrollment status charges.

You must verify your monthly attendance on the last day of every month. Veterans and Reservists may call the automated verification line at 1-877-823-2378 or use the WAVE website: [www.gibill.va.gov](http://www.gibill.va.gov). Veterans using Chapter 33 (Post 9/11) benefits are NOT required to verify monthly attendance.

Dependents using Chapter 35 must call the GI Bill toll free number to verify attendance: 1-888-442-4551.

For additional information or to check the status of your education benefits please contact the VA Regional Office at 1-888-442-4551 or on-line at [www.gibill.va.gov](http://www.gibill.va.gov) “select questions and answers” to send a secure e-mail to the Department of Veterans Affairs.

**Veterans’ statement of understanding**

“You are responsible for any remaining tuition fees, payments not covered by the GI Bill, scholarships, grants, loans etc. You will not be certified for continued studies until payment has been resolved and your student account is paid in full.”

Signature________________________________________________________ Date________________________

**Student**

Signature________________________________________________________ Date________________________

**Certifying Official**

____ Admissions Application  
____ Transcripts & Transfer Evaluation  
____ Degree Plan  
____ Tuition & Fees Schedule  
____ Test Scores  

**Grade Reports:**

______  _______  _______

______  _______  _______

______  _______  _______

______  _______  _______

______  _______  _______
Applying for and Receiving Education Benefits from the VA

Are you the veteran?

If “no”, proceed to step A.

If “yes”, proceed to step B.

A. The Veteran will need to go to the DOD transferability application website to determine if you are eligible to receive the transferred benefits – [http://milconnect.dmdc.mil](http://milconnect.dmdc.mil)
   You will be notified once the transfer is complete. Once you have been notified of the transfer, you may complete the steps below using the information as it pertains to the student.

B. Have you applied for educational benefits from the Veterans Administration in the past?

   If “no”, proceed to step 1.
   
   If “yes”, proceed to step 3.


   2. Processing of your application will take 4 to 6 weeks. Once the processing is complete, you will receive a certificate of eligibility.

   3. You will need to provide a copy of your certificate of eligibility to the Veterans Benefit Coordinator located in the Student Financial Services office. If you no longer have a copy, but have attended another school and received benefits there, you may be able to get a copy from that institution.


   5. If you receive benefits from Chapter 33, payment for in state tuition and fees for the classes required for your major will be paid directly to the school. You will be responsible for payment on all other charges by the established payment deadline. Also, if you do not receive 100% benefits under Chapter 33, you will be responsible for the percentage not covered by the VA. All other chapters should be prepared to make payment for tuition and fees by the established payment deadline.

   6. Certifications are completed as soon after drop/add as possible. However, due to the processing times of the institution and at VA, payment of benefits at the start of the semester is often delayed. Please plan ahead.

   7. Students who receive educational benefits should notify the Veterans Benefit Coordinator when a class is dropped/added/withdrawn or when a change in major occurs.

   8. If you have questions, you may call 229-391-5010 or email jswords@abac.edu.