

Post 9/11 GI Bill (Ch.33) Checklist

STEP 1 - APPLY

- When you are using the Post 9/11 GI Bill (Ch.33) benefits, you will need to complete one of the following applications:
 - **22-1990** - if you have never used your Post-9/11 GI Bill benefits before.
 - **22-1995** - if you have used your Post-9/11 GI Bill benefits at another institution.

 - You can complete these documents at www.gibill.va.gov.

STEP 2 - SEND REQUIRED PAPERWORK

- The VA will then process your application and eventually send you a **Certificate of Eligibility** letter. (The C.O.E. will detail the percentage of benefits you are eligible to receive through the VA.)

- If you have a copy of your C.O.E. then please forward a copy to us. However, it may take a while for the VA to issue the Certificate of Eligibility Letter to you so you may send us one of the following documents as a substitution.
 - eBenefits print out of entitlement information
 - Form **22-1990** (Application for Education Benefits) – if you have never applied for GI Bill benefits, along with your Member 4 **DD-214** if separated from the military
 - Form **22-1995** (Change of Place of Training) – if you have used your benefits at another institution. **This document must be accompanied by the original Certificate of Eligibility or a print out of their entitlement information from eBenefits**

- Any missing information may cause a delay in the processing of your enrollment.*

STEP 3 - REGISTER FOR CLASSES

- When registering for courses please select VA Chapter 33 as your payment type. There will be a hold posted to your registration. We will verify that the percentage you registered at matches the percentage of benefits you are eligible to receive. If the information is correct, you will be granted course access. However, if discrepancies exist you will be contacted and your ability to enter your classes will be delayed until the issue is resolved.

- Please note: If your benefit rate is less than 100%, then you will have to pay the amount not covered by the VA at the time of registration.**

STEP 4 - SUBMITTING ENROLLMENT (Certification)

- We will then submit the enrollment to the VA after the drop period for when the course/courses begin. The VA will then send payment for us for the cost of tuition. When we submit enrollment to the VA it will then prompt them to send the book stipend to you, if you qualify.

- Please fax requested documents to 304.724.3782 or scan and email as an attachment to VAquestions@apus.edu

- For more information please visit:** <http://www.amu.apus.edu/tuition-and-financing/paying-for-school/veterans-benefits/>