



How to Apply for GI Bill Benefits

Step 1: Apply for your Certificate of Eligibility (CoE) Via VONAPP

- ✓ Go to www.benefits.va.gov/gibill and click on "Apply for Benefits". Click on "Launch VONAPP and Apply for Benefits". Then click on "Apply for Veterans Benefits Online (VONAPP)." This will open the VONAPP application.
- ✓ Create an account by clicking "I am a new VONAPP user" and filling out the standard personal identifying information.
- ✓ Login to the VONAPP and fill out the VA Form 22-1990 (for Soldiers) or 22-1990e (for Dependents).
 - On the application, ensure that you elect the GI bill you are eligible for and want to use.
 - Upload supporting documents during the application
 - Chapter 1606 (Montgomery GI Bill -Selected Reserve)
 - Submit your NOBE (Notice of Basic Eligibility), which is available from your State GI Bill Manager or in iPERMS
 - For Chapter 1607 (REAP) or Chapter 33 (Post 9/11 GI Bill)Chapter 30 (Montgomery GI Bill - Active Duty)
 - Submit your DD 214 for each qualifying Active Duty period or orders if you are currently in a qualifying Active Duty period
 - For Chapter 30 Chapter 30 (Montgomery GI Bill - Active Duty)
 - Submit your DD 214 for each Qualifying Active Duty Period or Orders for current Qualifying Active Duty Periods
 - Submit your DD 2366
 - For Plus-Up or Buy-Up options
 - Submit your DD 2366-1
 - For GI Bill Kicker
 - Submit your Kicker contract
 - On average, the turnaround time from application to receipt of Letter of Eligibility is 6 to 8 weeks for first-time applicants.
 - You can call (888) 442-4551 to check the status of an application.

Step 2: Register for Classes

- ✓ Register for classes as soon as your school's registration period opens
- ✓ Schedule an appointment with your School Certifying Official (SCO). This is a school employee. They typically work in the financial aid or admissions office

- The SCO MUST certify your registration. This tells the VA how many hours you are taking and the cost of tuition & fees and reports your rate of pursuit (1/2 time, ¾ time, full time)
 - If a tuition payment is due before you receive your CoE from the VA, your SCO may be able to place your school account on hold to wait for payment from VA. Check with your school's Finance Office for their policies
- ✓ When you receive your CoE from the VA, submit a copy to your SCO

Step 3: Verify Attendance

- ✓ While you are in school, you must verify EVERY MONTH with the VA that you are still in fact taking courses to receive your next monthly deposit. (Monthly verification is not required if you are using the Post-9/11 GI Bill.)
- ✓ You can do your monthly verification in one of two ways:
 - Call 1-877-823-2378
 - Go online at <http://www.gibill.va.gov/wave> and verify attendance through the Web Automated Verification of Enrollment (WAVE)

Step 4: Next Semester

- ✓ Do not resubmit the VONAPP unless you are changing schools or degree plans!
 - If you have changed either of these, use the form 22-1995 in VONAPP
- ✓ As soon as registration for the next term opens, register for classes early and make another appointment with your SCO to keep those payments coming in

For More Information:

- ❖ Visit www.benefits.va.gov/gibill
- ❖ Visit us On-Line: <http://www.ut.ngb.army.mil/education2>
- ❖ Contact your State Education Services Office:
Available at ng.ut.utarng.list.education-office@mail.mil

