ARMY NATIONAL GUARD ★

Updated: 25 September 2019

How to Apply for GI Bill® Benefits

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

- ✓ Be sure you have all of the required information before you start. You must complete the form in one session – there is no option to save and come back later. Required information:
  - Applicant's Social Security Number
  - Military history (Service Members only)
  - Sponsor's Social Security number (Dependents only)
  - Information about the school you wish to attend
  - Bank account and direct deposit information
  - Education history
- ✓ Go to **www.vets.gov** and click on "Apply for Education Benefits".
- ✓ Click on "Find Your Education Benefits Form".
- ✓ Answer the questions in this section by clicking the appropriate bubble until your reach a point where you can select "Apply Now."
  - Section 1: Applicant Information
  - Section 2: Eligibility
    - In general, dependents will select 'Post-9/11'.
    - Service Members select the program you are eligible for and wish to use.
  - Section 3: Service Members - Military History
    - If you are currently on Title 32 ADOS, select 'No' for "Are you on active duty now".
    - ROTC Cadets: Confirm whether you scholarship is Section 2107 or Section 2107a. If 2107a, select no for both questions.
  - Section 4: Student Loan: Do not check this box if your Student Loan Repayment contract was from the Guard/Reserves.
  - Section 5: Education History
  - Section 6: Employment History
  - Section 7: School Selection
  - Section 8: Contact and Direct Deposit Information
  - Section 9: Review information and click "Submit Application".
- ✓ Normally, the VA will process your application within 30 days. You will receive a Certificate of Eligibility (CoE) in the mail. *Call (888) GIBILL-1 to check the status of an application.*

Step 2: Register for Classes

- ✓ Register for classes as soon as your school's registration period opens.
- ✓ Visit your School Certifying Official (SCO). This is a school employee who typically works in the financial aid, admissions or Veterans affairs office.
  - The SCO will 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, 3/4 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, give 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 attending courses to receive your next monthly deposit. (Monthly verification is not required if you are using the Post-9/11 GI Bill.)
- ✓ You can complete your monthly verification in one of two ways:
  - Call 1-877-823-2378
  - Go online at: **www.gibill.va.gov/wave** and verify attendance through the Web Automated Verification of Enrollment (WAVE).

Step 4: Next Semester

- ✓ Do not repeat the application on **vets.gov** unless changing schools or degree plans.
  - If you changed your school or degree plan, repeat the process in Step 1 and file a Form 22-1995.
- ✓ As soon as registration for the next term opens, register for classes early and make another appointment with your SCO.

For More Information:

- Visit the VA Web Site: www.benefits.va.gov/gibill
- Visit us On-Line; www.nationalguard.com/education
- Contact your State Education Office: https://www.tn.gov/military/section/education-incentives
- GI Bill Rates https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp
- GI Bill Program Handouts https://www.benefits.va.gov/gibill/handouts_forms.asp

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