

**Education Benefit Checklist for eligible persons**

**under GI Bill®: Chapters 30, 31, 32, 33 Post-9/11, 35, and 1606**

**🞎 Have you ever used your GI Bill benefits before at Roberts Wesleyan University or  
 Northeastern Seminary?**

* Yes
  + No application is required from you. Susan D’Ambrosio from the Student Financial Services Office, your School Certifying Official (SCO) on campus, will report your registration status approximately 40 days before the start of each semester. The SCO certifies your actual enrollment period to the VA which will trigger your payment
    - If you are you not attending the same school or are changing programs –> Complete and submit a Request for Change of Program or Place of Training, VA Form 22-1995, to the VA. The form can be accessed for electronic submission at <http://vabenefits.vba.va.gov/vonapp/main.asp> Please notify Susan D’Ambrosio, your SCO on campus, when this form has been submitted.
* No, this is my first time
  + Complete and submit an Application for VA Education Benefits, VA Form 22-1990 to the VA. Application is available for electronic submission online at <http://vabenefits.vba.va.gov/vonapp/main.asp>. In addition, you may be required to provide one or more of the following documents when you submit your original application
    - A copy of your DD Form 214 member 4 copy (Chapters 30, 33, and 1607 only)
    - DD Form 2384, Notice of Basic Eligibility, NOBE (Chapter 1606 only)
* Once you have submitted your application and registered for classes, Susan D’Ambrosio, your SCO on campus, will certify your actual enrollment period to the VA through Enrollment Manager. This will then trigger your payment

**🞎 Contact Susan D’Ambrosio, your School Certifying Official, if any of the following apply to you:**

* You change your major
* You change from full-time to part-time status or vice versa
* You have been gone for a full term and are returning and wish to re-instate your benefits

**🞎 If you are eligible to receive benefits under the Post 9/11 GI Bill (Chapter 33)**

* Your tuition and fee payments are sent directly to the school. Housing allowance, kickers, and books and supplies stipend are sent directly to the student provided they are eligible for the benefit
* Remember that the Post 9/11 GI Bill housing, books, and supplies are paid “in arrears.” This means that your housing stipend for January will not be received until February. Also, if you are starting school for the first time, your first payment may not be for a full month of housing because the VA pays from the actual date you start school. So, if you start January 8, your February payment will be for the 23 days you attended in January

**🞎 To obtain status of your education claim**

* Contact the education call center at 1-888-442-4551 (Monday through Wednesday from 7:00 am to 5:00 pm, Central time). You can also send an electronic inquiry (7 days a week, 24 hours a day) on the website, [www.gibill.va.gov](http://www.gibill.va.gov) under ‘Submit a Question’

**🞎 Sign up for at least a “Basic” account with eBenefits at** [**www.gibill.va.gov**](http://www.gibill.va.gov) **which will allow you to check your eligibility and other benefits**