

## Checklist for Required Documents for VA Education Benefits

In order to receive your VA education benefit payments while enrolled at Howard College, you must submit the following documents to the VA benefits coordinator at your campus. **Your enrollment cannot be certified to the VA for payment until these documents are on file. The following serves as a check-list:**

[SUBMIT] **Certificate of Eligibility (COE).** This document is mailed directly to you from the VA in response to your application for benefits on VONAPP. If you do not receive this document within 30 days of applying for benefits, call the Regional Processing Office in Muskogee, OK at 1-888-442-4551 (press 1, then 0 to get a customer service rep.)

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[SUBMIT] **Student Information Sheet (Page 31), Failing Grades Policy (Page 32), Students Responsibilities for VA Benefits (Page 33-34) and Authorization to Disclose Information (Page 35).** Be sure to sign where indicated and provide complete information, especially contact information (phone, e-mail, correct address). **You must contact your VA school coordinator anytime this information changes to update your VA file.**

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[SUBMIT] **A copy of your DD-214 Member 4 or Form 2384 NOBE** (notice of Basic Eligibility; for reservists). Submission of the DD-214 Member 4 or NOBE applies only to the veteran. If you are the spouse or child/dependent of the veteran and using the veteran's benefits, you do not need to submit either document. If the veteran needs to request another copy of his/her DD-214, he/she must visit <http://www.archives.gov/veterans/>

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[SUBMIT] **Military Transcripts** must be submitted if the veteran is the individual utilizing benefits. If you are the spouse or child/dependent of the veteran and using the veteran's benefits, you do not need to submit military transcripts. To order Army (AARTS) or Navy/Marine (SMART) transcripts, go to <http://jst.doded.mil/>. To order Coast Guard (CGI) transcripts, go to [http://www.uscg.mil/hr/cgi/active\\_duty/go\\_to\\_college/official\\_transcript.asp](http://www.uscg.mil/hr/cgi/active_duty/go_to_college/official_transcript.asp). To order Air Force (CCAF) transcripts, go to [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp)

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[SUBMIT] **Other College Transcripts** (if any other were attended before or after the military)

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[SUBMIT] **VA Form 22-1995 Request for Change in Program or Place of Training or VA Form 22-5495 Dependent's Request for Change of Program or Place of Training** only if you have used your VA Benefits at another institution before transferring to Howard College.

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**Degree Plan** – signed and dated by you and your advisor. If you are taking courses at Howard College to transfer to a specific degree plan at a *different* institution, while also taking classes at that institution in the same semester, you must provide a "Parent Letter" from the other institution. Also, if you are only taking courses at HC for transfer to another institution, but the courses do not fit an HC degree plan, you must also provide a Parent Letter from the other institution in order to be certified for payment. Ask your VA benefits coordinator for further details.

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