

## New Military Student Checklist

Welcome to the University of Memphis. We thank our veteran for your service and our veteran family members for your dedication and support to our nation.

To start your benefits, you need to complete the following:

- Apply for admission to university in a degree seeking program <http://www.memphis.edu/admissions>.
- Apply for Chapter 33, 30, 31, 35, or 1606 benefits through <http://www.vets.gov> “Application for VA Education Benefits”. Voc Rehab ONLY (chp 31) you must meet with your VA Vocational Rehabilitation counselor who will provide you with the VA Form 1905. This form is necessary to process Ch 31 benefits.
- Go to the New Student Orientation and register for classes (check with orientation to see when a veteran’s session is scheduled).
- Register with the VA Educational Benefits and Certification Office by providing the following:
  - (Veterans) Copy of the confirmation page from your online application/s from VA Form 22-1990:
  - (Dependents) VA Form 22-1990e, (Ch 33 dependents), or VA Form 22-5490, (CH 35 dependents),
  - Copy of Certificate of Eligibility (Ch 33), (Ch 30) (Ch 35), (Ch 1606, provide a copy of your NOBE as well).
  - Copy of DD-214, Member 4
  - Copy of Kicker Contracts <http://www.vabenefits.vba.va.gov/vonapp/default.asp>.
  - For Dependents who have not applied for their GI Bill through VONAPP, a copy of their Transfer of Entitlement (TEB) letter for CH 33 dependents, or the VA decision letter assigning the sponsor a disability rating of 100% total and permanent for CH 35 until the individual using the GI Bill has applied for and received their Certificate of Eligibility.
- The final step for students utilizing their GI Bill each term is completing the VA Certification and Deferment forms. These forms must be completed every semester after you register for classes. This form is available online at <http://www.memphis.edu/registrar/vetedben/certification.php>
- Chapter 30, 1606, - verify your monthly attendance with the VA by going online to WAVE at <https://www.gibill.va.gov/wave/index.do> or by calling 1-877-823-2378 or 1-888-442-4551 on the last day of every month while enrolled.
- Congratulations on completing the process. The next step is the processing time for getting your VA benefits. Depending on when you turn in your paperwork to the VA and our office, and the VA's processing time, you could see your first payment as early as the second month that you are enrolled in school or as late as 3 to 4 months into the semester. The best advice is to get registered early & get your paperwork turned in as soon as possible.
- Notify the Veterans Educational Benefits & Certification office (email – [vetedbenefits@memphis.edu](mailto:vetedbenefits@memphis.edu) or 901-678-2996) of any changes that you make to your schedule or major as soon as possible to prevent delaying the processing of your benefits.

Again, we thank our veteran, military and family member students for your service and continued support rendered to this nation.

We are happy that you are here and want to help you reach your academic goals!