



New Military Student Checklist

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

- Get admitted to university in a degree seeking program
<http://www.memphis.edu/admissions/>.
- Apply for Chapter 33, 30, 31, 1606, or 1607 benefits through
<http://www.benefits.va.gov/gibill/> using VONAPP, VA Form 22-1990: "Application for VA Education Benefits". Voc Rehab ONLY (chp 31) you must meet with your counselor first and we must have form 1905.
- <http://www.memphis.edu/registrar/> On the VA Form 22-1990, you will need to mark what chapter you are applying for and you must also give up your other benefits and choose an effective date.
- Go to orientation and register for classes (check with orientation to see when a veteran's session is scheduled).
- Provide the following documents to Mary Jean Nelms or Emily Melonas (benefits office):
 - Copy of VA Form 22-1990 from VONAPP or
 - Copy of Certificate of Eligibility (Ch 33) or NOBE (Ch 1606, 1607, 30) from VA
 - Copy of DD-214, Member 4 (Submit online through VONAPP if needed)
<http://www.vabenefits.vba.va.gov/vonapp/default.asp>
 - Copy of Kicker Contracts, if any (Submit online through VONAPP if possible)
<http://www.vabenefits.vba.va.gov/vonapp/default.asp>
- Enrollment Certification Request form must be completed every semester after you register for classes, available online at <http://www.memphis.edu/registrar/>
- Chapter 30, 1606, 1607 - 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 on the last day of every month while enrolled.
- Wait. 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. Best advice is to get registered early & get your paperwork turned in as soon as possible.
- Notify our office of any changes that you make to your schedule or major within 7 business days.

Veterans Educational Benefits and Certification Office

Thank you for your service to our country

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