



**ROBERTS**  
WESLEYAN COLLEGE



**NORTHEASTERN**  
SEMINARY

## Checklist for Eligible Persons under GI Bill: Chapters 30, 32, 33, 1606, and 1607

Have you ever used your GI Bill benefits before?

- Yes. No application is required from you; please see the Cheryl Raduns in the Registration Office, the School Certifying Official (SCO) to certify your actual enrollment period to VA.

Are you attending the same school?

- Yes. No application is required from you; please see the Cheryl Raduns, the School Certifying Official (SCO), in the Registration Office to certify your actual enrollment period to VA.
- No. Please 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 electronically for electronic submission at <http://vabenefits.vba.va.gov/vonapp/main.asp>
- No. This is my first time. Please 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, you need to see Cheryl Raduns in the Registration Office, the School Certifying Official (SCO).

Have you talked to your School Certifying Official (SCO), Cheryl Raduns, about your VA enrollment certification, VA Form 22-1999?

- Yes. You are done! Enjoy pursuing your education goal and good luck in your studies.
- No. Please see Cheryl Raduns in the Registration Office, your SCO on campus and request that a VA Enrollment Certification, VA Form 22-1999, be submitted on your behalf to the VA. The SCO certifies your actual enrollment period to the VA and that's what triggers your payment.

Remember that you must contact Cheryl Raduns, 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 fees 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 and books and supplies students are paid “in arrears.” This means that your housing stipend for January won’t 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 we pay from the actual day 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, please call 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’.

Please take the time to sign up for at least a “Basic” account with eBenefits at [www.gibill.va.gov](http://www.gibill.va.gov) this will allow you to check your eligibility and other benefits.