VA REQUIRED DOCUMENTS FORM

If you are a veteran, spouse or dependent using VA educational benefits, please refer to the type of benefit you are using for a complete list of documents the Registrar’s Office will need in order to submit a claim to the VA. Items in *italics* are UTH forms available in the Registrar’s office. If your benefit chapter is not listed below, please contact the VA Coordinator in the Registrar’s Office.

**CHAPTER 33 (Post 9/11 GI Bill)**

- Must be registered for classes and submit a *VA Certification Request*
- Must provide a degree plan for your program of study
- Certificate of Eligibility
- New benefit users or the spouse & dependent need the VONAPP electronic application (see Table 1 [p. 2] for correct application)
- Military Transcripts, see [LINKS](#) on p.2 for location (not required for spouse/dependents)
- DD-214 member 4 or service 2 copy (not required for spouse/dependents)

Transfer students need items above plus:

- VA form 22-1995 (Change Program/Place of Training) submit through the VONAPP website, print this after you submit it and turn it into us.

**CHAPTER 30 (Montgomery GI Bill for Active/Reserve)**

- Must be registered for classes and submit a *VA Certification Request*
- Must provide a degree plan for your program of study
- Military Transcripts
- DD-214 member 4 or service 2 copy

Transfer students need items above plus:

- VA form 22-1995 (Change Program/Place of Training) submit through the VONAPP website, print this after you submit it and turn it into us.
CHAPTER 35 (Survivors and Dependent Assistance)

- Must be registered for classes and submit a VA Certification Request
- New benefit users or the spouse & dependent need the VONAPP electronic application (see table 1 [p. 2] for correct application)
- Must provide a degree plan for your program of study
- Certificate of Eligibility/Award Letter or VONAPP electronic application (see table 1 [p. 2] for correct application)

Transfer students need items above plus:
- VA form 22-5495 (Change Program/Place of Training) submit through the VONAPP website, print this after you submit it and turn it into us.

Table 1.

<table>
<thead>
<tr>
<th>VA Educational Benefit</th>
<th>Application Title/Form Number</th>
<th>Change Program/Place of Training Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapters 33, 30, and 1606 (except spouse/dependents)</td>
<td>Educational Benefits (Form 22-1990)</td>
<td>Change Program/Place of Training (Form 22-1995)</td>
</tr>
<tr>
<td>Chapters 35</td>
<td>Dependent Application for VA Educational Benefits (Form 22-5490)</td>
<td>Dependent Request for Change Program or Place of Training (Form 22-5495)</td>
</tr>
<tr>
<td>Chapter 33 (Transferred benefits/spouse &amp; dependents)</td>
<td>Educational Benefits-Application for Family Member to Use Transferred Benefits (Form 22-1990E)</td>
<td>Change Program/Place of Training (Form 22-1995)</td>
</tr>
</tbody>
</table>

LINKS

Military Transcripts: All branches except Air Force
- [https://jst.doded.mil](https://jst.doded.mil)

Air Force:
- [www.au.af.mil](http://www.au.af.mil)