



How to Use Your GI Bill Benefits at UTSA



CH 33 Post 9-11
CH 1606 Reserve

CH 35 Dependent Education Assistance (DEA)
CH 30 Montgomery GI Bill

<p>Step 1:</p>	<p>Apply for the GI Bill by submitting your application (VA Form 22-1990) for Service Members and Veterans; VA Form 22-1990E for Dependents using transferred CH33; VA Form 22-5490 for CH35 dependents) to the Muskogee Regional Processing Office (RPO). Hard-copies of VA Form 22-1990 can be mailed to the Muskogee RPO, however, to expedite the process, we highly recommend electronic submission of your application via the VA's website:</p> <ul style="list-style-type: none"> • VA.GOV: https://www.va.gov/education/how-to-apply/ • Navigate to the above URL >> click "Find your education benefits form" >> follow the on-screen instructions to apply for Montgomery GI Bill (Chapter 30) • When filling out your application, we strongly advise that you sign up for direct deposit. Electronic fund transfers (EFTs) are the quickest way to receive your payments. If you don't sign up for direct deposit, you will receive paper checks in the mail. <p style="text-align: center;">Please Note</p> <p>If you apply for benefits while on active duty (terminal leave is considered active duty), the VA will classify you as an active duty student, and WILL NOT pay you your housing (MHA) stipend until you separate. If you are on ACTIVE DUTY while applying for this benefit, you must submit your DD214 to the VA as soon you receive it</p> <p>The VA will then mail you a Certificate of Eligibility detailing your eligibility (usually within 4-6 weeks). Once you have a COE you can access information regarding your remaining benefits in the following ways:</p> <ul style="list-style-type: none"> • VA "submit a question" site • https://gibill.custhelp.va.gov/ • VA Ebenefits – CH 33 only • https://www.ebenefits.va.gov/ebenefits/homepage • You can find the benefits under the manage tab, click education, and then click Post 9/11 Eligibility Enrollment status.
<p>Step 2:</p>	<p style="text-align: center;"><u>This step is for veterans using the GI Bill, family members can skip to step 3</u></p> <p>Send an official copy of your military transcripts to the UTSA Admissions Office for evaluation. ARMY, NAVY, MARINES, and COAST GUARD: https://jst.doded.mil/official.html AIR FORCE: https://www.airuniversity.af.edu/</p>
<p>Step 3:</p>	<ul style="list-style-type: none"> • Meet with your academic advisor and get an evaluated degree plan entered into Degree Works. • Make sure your degree plan is approved by the VA: https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do <p style="text-align: center;">Please Note</p> <p><u>The VA will only certify courses listed on a degree plan created by your academic advisor and approved ahead of time by the VA.</u> If a course is not listed on your degree plan, you will need to provide a statement (can be an email) from your advisor affirming that they approve you taking the class in question.</p> <ul style="list-style-type: none"> • Register for classes on UTSA's ASAP system. Depending on your status (Freshman, Sophomore, etc.), you will be able to register for classes during specific dates. To find out when you're eligible to register for classes, visit: https://asap.utsa.edu/terms.htm • After you've registered for classes, you MUST fill out and submit a Certification Request to our office. You may find the form at: http://www.utsa.edu/va/certification/forms/
<p>Step 4:</p>	<p>Turn in all of the following forms/documentation to our office:</p> <ul style="list-style-type: none"> • Certificate of Eligibility (COE) • Certification Request Form: https://www.utsa.edu/va/certification/forms/certification.pdf • Returning students who already have a COE on file only need to turn in the Certification Request Form <p>These documents should be submitted via our secure document uploader: https://uploader.it.utsa.edu/Account/Login</p> <p style="text-align: center;">Please Note</p> <p>If you change majors or catalogs, you must let our office know. <u>The VA will NOT certify courses that are not listed on your degree plan.</u></p>

GI Bill Walkthrough video: <https://www.youtube.com/watch?v=OhT2n8UiJMI&t=503s>

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CMAS Call Center: 210-458-4540

GI Bill questions: VACertification@utsa.edu