# 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**

---

### Step 1: Apply for the GI Bill

Apply for the GI Bill by submitting your application:

- For Service Members and Veterans: **VA Form 22-1990**
- For Dependents using transferred CH33: **VA Form 22-1990E**
- For CH35 Dependents: **VA Form 22-5490**

Submit these forms to the Muskogee Regional Processing Office (RPO).

- Visit [VA.GOV](https://www.va.gov/education/how-to-apply/) and follow the on-screen instructions to apply for your benefit.

**Please Note**

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 stipend (MHA) until you separate. If you are on ACTIVE DUTY while applying for this benefit, you must submit your DD214 to the VA as soon as you receive it.

After applying, the VA will then mail you a Certificate of Eligibility (COE) detailing your eligibility (usually within 4-6 weeks). Once you have a COE, you can access information regarding your benefits in the following ways:

- Ask VA (AVA) site
  - [https://ask.va.gov/](https://ask.va.gov/)
- VA eBenefits – CH 33 only
  - [https://www.ebenefits.va.gov/ebenefits/homepage](https://www.ebenefits.va.gov/ebenefits/homepage)
  - You can find the benefits information under the "Manage" tab, click "Education," and then "Post 9/11 Eligibility Enrollment status"

---

### Step 2: Send official copy of your military transcripts

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](https://jst.doded.mil/official.html)

**AIR FORCE:** [https://www.airuniversity.af.edu/](https://www.airuniversity.af.edu/)

---

### Step 3: Meet with your academic advisor

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:


**Please Note**

The VA will only certify courses listed on a degree plan created by your academic advisor and approved ahead of time by the VA. 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.

- Register for classes on UTSA ASAP. Your cohort (Freshman, Sophomore, etc.) determines what dates you will be able to register for classes. To find out when you’re eligible to register for classes, visit: [https://onestop.utsa.edu/registration/register/](https://onestop.utsa.edu/registration/register/)

- After you’ve registered for classes, fill out and submit a certification request to our office. You may find the form at [https://cmas.utsa.edu/gi-bill/](https://cmas.utsa.edu/gi-bill/) in the "Forms & PDFs" box on the page, at the top or right side.

---

### Step 4: Turn in the following forms/documentation

Turn in the following forms/documentation to our office:

- Certificate of Eligibility (COE)

The above documents must be submitted via the UTSA Document Uploader to the CMAS department:

[https://uploader.it.utsa.edu/Account/Login](https://uploader.it.utsa.edu/Account/Login)

**Please Note**

If you change majors or catalogs, you must let our office know. The VA will NOT certify courses that are not listed on your degree plan.

---

**Follow us**

- UTSA Mobile App - CMAS group under Veteran & Military Affairs
- Facebook and Twitter - @UTSAVeterans
- Instagram - UTSA_veterans

CMAS Call Center: 210-458-4540

GI Bill questions (email): cmas@utsa.edu

---

GI Bill Walkthrough video: [https://youtu.be/OhT2n8UiJMI](https://youtu.be/OhT2n8UiJMI)