**GI Bill Checklist**

1. Complete an application for GI Bill benefits. Available through your eBenefits portal or <https://www.va.gov/education/>
   * Allow 6-8 weeks for processing time
   * If approved, you will receive a “Certificate of Eligibility”
   * Questions regarding eligibility should be directed to 1-888-GIBill1 (1-888-442-4551)
   * If you have received benefits at a prior school, you will need to complete a “Request for Change of Program or Place of Training”- VA form 22-1995 available through the VA website above.
2. Check the residency status on your Admissions acceptance letter.  If you were accepted as a non-resident, review Purdue’s military residency policy here: <https://www.purdue.edu/registrar/currentStudents/residency/militaryresidency.html>

* BEFORE initiating a residency application, please check with the Veteran Success Center at [dogtags@purdue.edu](mailto:dogtags@purdue.edu) for the latest procedure!
  + If you are a student being charged non-resident charges and are not eligible for In-State tuition rates through our military residency policies, complete the Yellow Ribbon Application here: <https://www.purdue.edu/veterans/education-benefits/yellowribbonprogram.php>

1. Register for classes
   * If you are a first-time student with Purdue, you will register for classes during Purdue’s online orientation program.
   * Returning students will be able to register via their “myPurdue” portal during your established time ticket window after meeting with your advisor. Veterans and Servicemembers are offered priority registration. See your advisor to confirm your status. If they cannot confirm status, please contact a School Certifying Official within the Veterans Success Center.
2. Complete a “Veterans Request for Enrollment Certification” (VREC)- obtained through the Veterans Success Center. Fillable form also available at [www.purdue.edu/veterans](http://www.purdue.edu/veterans)
   * You will need to complete a Request for Enrollment Certification **every semester** you are registered for classes and choose to use GI Bill benefits. Allow 4-6 weeks for payment after your certification has been completed.
   * If this is your first time filing for benefits, you will also need to provide:
3. **A copy of your most recent DD-214, Member 4 form (if applicable)**
4. **The “Certificate of Eligibility” (if the application has already been submitted to/approved by VA)**
5. **Notice of Basic Eligibility/ NOBE, DD form 2384 (for Reservists and National Guard members)**
6. **Kicker Incentive Contract (if applicable)**
7. Once all appropriate documents are received, the School Certifying Official will submit an electronic enrollment certification/VA form 22-1999 to the Regional Processing Office.
8. GI Bill benefit payments going directly to the student will be deposited to the student’s bank account via Electronic Funds Transfer (EFT) if account information was provided when the VA’s on-line application was completed. Those who do not provide direct deposit information will receive a check mailed to the address provided on the application. If your address changes, notify the VA immediately at 1-888-442-4551. Contact information updates can also be made through your eBenefits account. \*Benefits are not paid for “break time” between semesters. Partial months are pro-rated to the day when classes begin or end, and benefits are paid accordingly. Keep in mind that payments are paid a month behind (example: August is paid during the first week of September).
9. **Book stipend payments (if applicable to your benefit) are issued directly to students within approximately 4 weeks after enrollment certification is completed by the School Certifying Official and no earlier than two weeks prior to the start of classes. Monthly Housing Allowance and/or Kicker payments that VA provides directly to students are released after the close of each month.**
   * **Students utilizing MGIB-Active Duty (Chapter 30) or MGIB-Selected Reserve (Chapter 1606) must verify to the VA that their enrollment has not changed on the last day of each month**, utilizing the Web Automated Verification of Enrollment (WAVE) program at <https://www.gibill.va.gov/wave/index.do> or by calling 1-877-VA-CERT (1-877-823-2378). The VA file number is your SSN.

* **Students utilizing Post 9/11 GI Bill must verify that their enrollment has not changed on the last day of each month** via text message or by email. Call VA’s Education Call Center (ECC) at 1-888-442-4551 to get set up for text verification. If text verification is not set up, the VA will automatically set the student up for email verification, using the email address provided on the student’s benefit application. Payment is released within 3-5 business days of verification. More information on enrollment verification for Post 9/11 GI Bill users can be found at: <https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp>

P**lease see the “Additional Information Items” section pertaining to Ch33 Post 9/11 GI Bill users**

**below.**

* **Students utilizing Veteran Readiness and Employment (VR&E/Chapter 31) or Survivors’ and Dependents’ Educational Assistance (Chapter 35) benefits DO NOT verify enrollment each month.** Payments are automatically mailed out or deposited via EFT, usually on the last day of the month.

1. Though you may be utilizing GI Bill benefits, it is still your responsibility to ensure that your tuition bill is paid to the University. You are ultimately responsible for any charges the VA does not pay on your behalf. You can check the status of billing through your “myPurdue” portal.
2. IF YOU MAKE ANY ADJUSTMENTS TO YOUR SCHEDULE (UP OR DOWN) SEND AN EMAIL NOTIFICATION **IMMEDIATELY** WITH YOUR NAME AND PUID TO [dogtags@purdue.edu](mailto:dogtags@purdue.edu) TO AVOID AN OVERPAYMENT OF GI BILL BENEFITS. When VA overpayments are made and then later discovered, the money is recouped from the student by the VA. This can result in financial hardship for the student. Please note, the VA clarifies on its website, “Enrollment verification is not about verifying that you are attending classes, but whether your certified enrollment has changed.” Not reporting changes in credit hours to the VA and to your School Certifying Official, could result in a VA debt obligation.
3. You must “Confirm your Enrollment”/Accept Financial Responsibility with Purdue. This is a University process, done through your “myPurdue” portal/TouchNet), once your Purdue Account is paid in full (or you have accepted installment plan). More information on how to do that is available here: <https://polytechnic.purdue.edu/sites/default/files/files/PCOT%20Columbus/confirmEnrollment.pdf>

**A few Additional Items for Ch 33 Post 9/11 GI Bill Users Only**

Once our office has received verification of entitlement (Certificate of Eligibility in the student’s name) and all other documentation outlined, **Ch.33 Post 9/11 GI Bill users will have a “VA Temporary Credit” applied to their Purdue Account (Based on the earned entitlement and benefits remaining)** while the school waits for the GI Bill claim to be paid by the VA. \*Reconcilement of these could occur after the end of the semester. **The VA only pays in-state tuition and mandatory fees directly to Purdue. The student is still responsible for paying the housing and meal charges as well as out-of-state tuition differential prior to the first day of classes. In-state residency may not be fully adjudicated until several weeks into the semester; any overpayments made by the student will be refunded if in-state residency is granted. Log into your “myPurdue” portal to pay in full or set up an installment plan.**  Once you see the VA temporary credit for your tuition and fees and you’ve made arrangements on the remaining balance due, you will be able to “Confirm your Enrollment” through your “myPurdue” portal. More information on how to do that is available here: <https://polytechnic.purdue.edu/sites/default/files/files/PCOT%20Columbus/confirmEnrollment.pdf>

**Things for all GI Bill users to Remember**

* All coursework must meet a degree requirement in order to be certified for VA military benefits.
* You can only be “undecided” for four semesters before you must declare a degree seeking major.
* If you fail a class and your instructor indicates that you quit attending or never attended, it will be reported to the VA. They will require repayment of benefits in this case, which could include interest.
* The VA will pay to re-take the same course if an “F” grade is received (IF you attended for the full term). If you pass a course with a “D” or better it cannot be certified a second time unless you provide documentation that your major requires a higher grade.
* If you take courses at another school that are applicable to your Purdue plan of study, send an email to [dogtags@purdue.edu](mailto:dogtags@purdue.edu) including your Name, PUID, other school name & location, course names, dates, & credit hours so that we may ensure the administrative requirements for GI Bill education certification are met from our end.