

GI Bill Checklist

1. Complete an application for GI Bill benefits. Available through your eBenefits portal or www.benefits.va.gov or www.vets.gov
 - Allow 8-10 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 also available through any of the VA sites listed.
2. Register for classes
 - If you are a first time student with Purdue, you will register for classes during STAR.
 - Returning students will be able to register via myPurdue during your established time ticket window. Veterans and Servicemembers are offered priority registration, see your advisor to confirm your status. If they cannot confirm status, please see a Veterans Certifying Official within the Veterans Success Center.
3. Complete a “Request for Enrollment Certification”- obtained through the Veterans Success Center.
 - 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:
 - a) **A copy of your most recent DD-214, Member 4 form (if applicable)**
 - b) **The “Certificate of Eligibility”(if the application has already been submitted and approved)**
 - c) **Notice of Basic Eligibility/ NOBE, DD form 2384 (for Reservists and National Guard members)**
 - d) **Kicker Incentive Contract (if applicable)**
4. Once all appropriate documents are received, the VA Certifying Official will then submit an enrollment certification/VA form 22-1999 to the Regional Processing Office in St. Louis. Claims for Vocational Rehabilitation (Ch. 31) will be sent to the VA Vocational Rehabilitation Counselor for processing.
5. Payments for all GI Bill benefits will be direct deposited if account information was provided when the on-line application was completed. Those that did 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 as well the VA Certifying Official. Contact information updates can also be made through your eBenefits account.
6. **Even though you may be eligible for GI Bill benefits, it is still your responsibility to ensure that your tuition bill is paid to the University and you are ultimately responsible for any charges the VA does not pay on your behalf.** You can check this through your myPurdue portal.
7. Payments will be sent out after the close of each month.
 - **Ch. 1606, 1607 and Ch.30- must “Verify your attendance” on the last day of every month in order to receive payment.** This can be done on the GI Bill website www.benefits.va.gov , go to “VA » Veterans Benefits Administration » Education and Training”, a link to “Verify School Attendance” is on the right or by calling 1-877-VA-E-CERT (1-877-823-2378). Payment is released within 3-5 business days of verification. ***The VA file# is your SSN**
 - Ch. 35 payments typically are mailed out/ direct deposited the last day of each month
 - Ch. 31 payments will be automatically mailed at the close of each month. Checks will be mailed unless Direct Deposit has been set up specifically for Ch. 31 benefits.

8. If you make any adjustments to your schedule, notify the VA Certifying Official immediately to avoid an overpayment of GI Bill payments.
9. For additional questions or information, please contact the Veterans Certifying Official via email: dogtags@purdue.edu or by calling 765-494-7638.

Things to Remember

- 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- ex: August is paid during the first week of September.
- All coursework must meet a degree requirement in order to be certified for VA 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 one time if an “F” grade is received. 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.

Other Useful Information

If you are applying for the **CDV/ Child of a Disabled Veteran**, State Remission of Fees:

- Applications are completed on-line through the scholartrack system:
<https://www.in.gov/dva/2378.htm>
- If you already have the approval document, it goes to the Department of Financial Aid-Room 305 in Schleman Hall or you can reach them by email facontact@purdue.edu or (765)494-5050

If you are applying for the **Indiana National Guard Supplemental Grant**:

- Application & Information is available at <https://www.in.gov/che/4516.htm>
- The POC for this benefit at the State VA Education center is:

SPC Rochanda Johnson
INARNG- Education Office
9301 East 59th St, Suite 103
Lawrence, IN 46216
Fax: 317-964-7028
rochanda.d.johnson.mil@mail.mil

If you are applying for **Federal Tuition Assistance** (Reserve/ National Guard)-

<http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html>,

You can then select the appropriate military branch

- The approved “Tuition Assistance Authorization” forms should be filed with the Bursar-Room 130 in Hovde Hall.