Chapter 35 Checklist Dependent’s Educational Assistance Program

In order to complete your VA Educational Benefits verification, we will need the following items completed and returned to the Auburn University Veterans Resource Center (AUVRC) room 217 Foy Hall at Auburn University as soon as possible. Call (334) 844-8167 if you have any questions, or email veterans@auburn.edu.

The following forms MUST be completed by the applicant and returned to the AUVRC; some items may be submitted to the VA and copies then provided to the AUVRC:

- **VA Form 22-5490** – Required of those applying for benefits for first time unless a DEA confirmation letter can be provided instead. (If you have used benefits previously at another school, then you must complete a VA Form 22-5495 instead). These forms can be completed online at www.gibill.va.gov through the VONAPP application. **PROOF a VA Form 22-5490 has been submitted is needed. A copy of the submitted 5490/5495 with the confirmation number on it will suffice.**

- **Dependent’s Education Assistance (DEA)** – A copy of the DEA issued by the VA, approving student for use of GI Bill benefits, must be provided to AU VA Office upon receipt in mail by student.

Please visit your Academic Advisor (AA). Request that your AA complete the AA letter provided by the AUVRC on the website. Return to AUVRC with the following documents from AA:

- **Academic Advisor Letter** – Filled out with transfer credit from other schools, colleges, or within Auburn University (e.g. a change of major) listed. **Letter must be signed and dated by your AA. (Graduate students do not need this letter, just the plan of study below.)**

- **Curriculum Sheet** (undergrad) **Plan of Study** (graduate) – For your Major. Filled out, listing all accepted coursework toward degree to date.

- **Class Schedule** – For current or future terms, whichever is appropriate. This must contain an AA signature with date. AA must also list yes (approval)/no (disapproval) next to each class.

Please complete the following forms and return them to the AUVRC:

- **Statement of Understanding (SoU)** – Acquire SoU from either the AUVRC or through AUVRC website. Read, fill out, & return to the AUVRC.