GRADUATE/UNDERGRADUATE STUDENT CHAPTER 31 CHECKLIST
(VOCATIONAL REHABILITATION AND EMPLOYMENT 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 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 28-1905 (Authorization & Certification Form)** – Required of those applying for benefits for first time **unless a COE can be provided instead**. Fill out online at [www.gibill.va.gov](http://www.gibill.va.gov) through the VONAPP application. **PROOF a VA Form 22-1990 has been submitted is needed. A copy of the submitted 28-1905 with the confirmation number on it will suffice.**

--- **UNDERGRADS**: Please visit the AUVRC **prior** to meeting with your **Academic Advisor (AA)**. Request that your AA complete the AA letter provided by the AU VA Office. 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.**

   --- **Curriculum Sheet** – For your Major. Filled out, listing all accepted coursework toward degree to date.

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

--- **GRADUATE STUDENTS**: Please visit your **Graduate Faculty Advisor/Graduate Degree Program Advisor (GA)**. Return to AUVRC with the following documents:

   --- **Graduate Transfer Letter** – Official letter from GA reporting all approved credit applied to degree, on Graduate School letterhead, addressed to the University VA Certifying Official, out with transfer credit from other schools, colleges, or within Auburn University (e.g. a change of major) listed.

   --- **Graduate Plan of Study** – A listing of all required courses for your specific Degree. If a complete plan of study is not available upon initiation of benefits a **Temporary Plan of Study** may be accepted but must be updated at a later date.

--- **UNDERGRADS AND GRADUATE STUDENTS:**

   --- **Statement of Understanding (SoU)** - Read carefully, initial, sign and return the AUVRC.

   --- **Peer Advisors for Veterans Education (PAVE)** form.

**IMPORTANT NOTE:**
If you plan to change your major or have changed your major and the AU computer is updated w/ your new major and this major does not match the major listed on your VA Form 28-1905:
You MUST contact VA Voc Rehab Counselor and or VA Case Manager for an VA appointment so you can develop a new contract for the Chapter 31 Program. Once a new VA Form 28-1905 for the new major is received at the AU VA Office, then and only then can we certify your courses for Ch 31 pay purposes.