Chapter 35 Checklist – Dependent’s Education Assistance

In order for the VA Office to complete your VA Educational Benefits verification, we will need the following items completed and returned to room 203 Mary Martin Hall Auburn University as soon as possible. Call (334) 844-2517 or 6082 if you have any questions, FAX (334)844-6085, email barnasp@auburn.edu : Updated 10-11

Meet with your Academic Advisor (AA). Request your AA complete the AA letter provided by the AU VA Office. Return to AU VA Office 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.

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

_____ VA Form 22-5490 – Required of those applying for benefits for first time unless a DEA can be provided instead. If you have used benefits before then see VA Form 22-5495 at bottom of page. Fill out 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 with the confirmation number on it will suffice.**

_____ Statement of Understanding (SoU) – Acquire from either AU VA Office or through AU VA website. Read, fill out, & return to AU’s VA Office. All students will be verbally briefed in person or via phone concerning information on sheet.

The following documents MUST be provided to the AU VA Office as applicable:

_____ 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.

If you are transferring from another school or college or have changed your major within Auburn and you have used VA benefits there or before, you must fill out:

_____ VA Form 22-5495 – Paper copy available at www.va.gov/vaforms fill out and provide to AU VA Office. AU VA Office will submit officially to VA for students. **PROOF of on-line submission:** Bring-send copy of submitted 22-5495 w/confirmation number to AU VA office.