GRAD/UNDERGRAD CHAPTER 31 CHECKLIST  
(Vocational Rehabilitation & Employment Program)

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 11-11-11

UNDERGRADS: 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.

GRADUATES: Meet with your Graduate Faculty Advisor or Graduate Degree Program Coordinator, both further will be noted as GA. Return to AU VA Office with the following documents from your GA:

___ 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.

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 28-1905 (Authorization & Certification Form) – Required of those applying for benefits. **PROOF a VA Form 28-1905: Is a signed 28-1905 by your Ch 31 case manager authorizing you to attend Auburn University and pursue your degree program. The 28-1905 must have the dates-terms to be covered by the Ch 31 program and your case manager’s, name mailing address, phone number, fax number, and email address.**

___ 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.

**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.