VETERAN & ACTIVE DUTY

Chapters 30, 33 (Post 9/11), 1606, 1607 (REAP) Checklist

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: ALL CH 33 STUDENTS SEE SCHOLARSHIP REPORTING - 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 completed and/or passed 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 22-1990 – Required of those applying for benefits for first time unless a COE can be provided instead. If you have used benefits before then see VA Form 22-1995 at bottom of page. Fill out online at www.gibill.va.gov through the VONAPP application. PROOF a VA Form 22-1990 has been submitted. A copy of the submitted 22-1990 with the confirmation number on it will suffice. Include KICKER Contract if appropriate.

___ 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:

___ DD Form 214 – Required from those applying for benefits for first time only. Provide AU VA with a Member 4 copy of DD Form 214. Veterans and National Guard/Reserve members must provide copies of all DD 214’s received to date.

___ Certificate of Eligibility (COE) – REQUIRED. A copy of the COE issued by the VA, approving student for use of GI Bill benefits, must be provided to AU VA Office upon receipt of the COE in the mail by student.

___ Notice of Basic Eligibility (NOBE) – DD Form 2384-1. Required of current drilling Nat’l Guard and Reserve service members applying for benefits for first. Form provided to student by their respective unit.

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 22-1995 – 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 submission: Bring-send copy of submitted 22-1995 w/confirmation number to AU VA office.