

## Chapter 30 Checklist (Prior Service/Active Duty)

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 if you have any questions:

Meet with your **Academic Advisor**. Request that your Academic Advisor complete the copy of the AU Letter to Academic Advisors. Return the three (3) forms (**Signed letter, curriculum sheet, and course schedule**) to the address above.

\_\_\_\_ The **Transfer Credit** section of the letter from other schools or colleges or within Auburn University(e.g. a change of major).

\_\_\_\_ Obtain **Curriculum Sheet** for your Major.

\_\_\_\_ Obtain a signed and dated copy of **your Class Schedule**.

The following forms **MUST be completed by the applicant and returned** to the AU VA Office:

\_\_\_\_ **VA Form 22-1990** (fill out & return) – Unless you have used benefits before...use VA Form 22-1995...see below if Transfer Student. Include KICKER Contract if appropriate.

\_\_\_\_ **DD Form -214** If a Veteran, “Release from Active Duty” **Number 4 copy** required...turn in copy

\_\_\_\_ **Statement of Understanding**...fill out & return.

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**...fill out and return.