

Chapter 1606 or 1607 REAP Checklist (National Guard & Reserves)

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

Meet with your **Academic Advisor (AA)**. 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 filled out **Curriculum Sheet** for your Major.

_____ Obtain an AA 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...then use VA Form 22-1995...see below if a Transfer Student. Include **KICKER Contract if appropriate**.

_____ **DD214, Member 4 copy & if available Activation and Demobilization Orders** to prove REAP – Ch 1607 Eligibility

_____ **NOBE** – Notice of Basic Eligibility...must be signed by the proper authority at the unit and must be turned in to the University VA Office.

_____ **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.