

## **Ch 33 Transfer of Benefits Checklist Post 9/11 GI Bill**

For Active Duty Service Members, select retired personnel and their spouse and dependents. This form is for use by undergraduate students seeking a degree from Auburn University and have or are currently applying for Ch 33 Transfer of Benefits (TEB) or Transfer of Education (TOE) benefits.

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](mailto: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). Transfer Credit Letter must be signed & dated by your AA.

\_\_\_ Obtain filled out/updated **Curriculum Sheet** for your Major.

\_\_\_ Obtain an AA signed and dated copy of **your Class Schedule for current or future terms**, whichever is appropriate.

The following forms **MUST be completed by the service member and student applicant**. **Contact the Auburn University VA Office** for forms and guidance if needed:

\_\_\_ **Service member MUST** apply to transfer VA educational benefits to a spouse or dependent child. The service member must go to the appropriate DoD website to complete Transfer of Benefits form (TEB). Upon approval of the TEB the student can apply for these Post 9/11 benefits by filling out on-line or on-paper the VA Form 22-1990e.

\_\_\_ Student **MUST** fill out & submit the VA form 22-1990e on-line at [www.gibill.va.gov](http://www.gibill.va.gov) on VONAPP or on paper ... Unless you have used Ch 33 benefits before...use VA Form 22-1995...see below if Transfer Student.

\_\_\_ **Certificate of Eligibility (COE) from the VA indicating a VA Form 22-1990e has been submitted and the student is approved for Ch 33 Benefits. The COE is REQUIRED to be on-hand in the students university VA folder. The COE is required for the university to credit the student's account for the COE percentage entitlement. The university Bursar will require payment of any charge not covered by this entitlement as per university billing policy.**

\_\_\_ **Chapter 33 Post 9/11 Information Sheet**. Received copy and have read the document.

\_\_\_ **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 or contact the AU VA office at the above address.