

## **CHAPTER 31 CHECKLIST (VOCATIONAL REHAB)**

In order for the VA Office to complete your VA Educational Benefits certification, we 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. change of major**.

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

\_\_\_\_\_ Obtain a signed and dated copy of your approved **Class Schedule for the semester**.

\_\_\_\_\_ **VA Form 28-1905 Authorization & Certification Form** – Faxed by VA Vocational Rehab Counselor or hand carried by the student to the Auburn University VA Office.

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

\_\_\_\_\_ Statement of Understanding

**If your major on the AU computer does not match the major listed on your VA Form 28-1905 then you must fill out a VA Form 22-1995 to change your major with your for your VA File and you MUST contact VA Voc Rehab Counselor to develop a new contract for the Chapter 31 Program.**

\_\_\_\_\_ VA Form 22-1995 ... fill out and return or turn in a new VA Form 28-1905 from your VA Voc Rehab Counselor with your new degree major posted on the form.