



Email: [veteranservices@utrgv.edu](mailto:veteranservices@utrgv.edu)

**Campus Locations:**

Brownsville Campus: BCAVL 104 - (956) 882-8980

Edinburg Campus: EUCTR 113 - (956) 665-7934

Website: [www.utrgv.edu/veterans](http://www.utrgv.edu/veterans)

# VA Educational Benefits Checklist

(Applies to Chapters 30, 31, 33, 35, and 1606)

**1. Apply for VA Educational Benefits**

Certificate of Eligibility will be issued 4-6 weeks after applying for VA Educational Benefits by the Department of Veterans Affairs.

U.S. Department of Veterans Affairs - Education Line: (888) 442-4551 - [www.va.gov](http://www.va.gov)

**2. Request Official Military Transcript** (Submitted electronically to UTRGV) *\*Not applicable to Military Family Members*

Marines, Army, Navy, or Coast Guard Military Transcript Request - <https://jst.doded.mil/jst/>

Air Force Military Transcript Request - <https://afvec.us.af.mil/afvec/public/welcome>

**3. Apply to The University of Texas Rio Grande Valley**

Undergraduate Admission - <https://goapplytexas.org/>

Graduate College - <https://www.utrgv.edu/graduate/>

**4. Request Official Transcripts** (Submitted directly to UTRGV from all previously attended institutions).

**5. Required documents for VA Benefits:** *\* Submit documents in PDF Format through our document upload via request for certification portal.*

**Certificate of Eligibility** (copy)

*\*Not applicable to Chapter 31- Veteran Readiness and Employment.*

*\*Chapter 35 recipients must include the SSN of the Veteran/Sponsor and their SSN on the top righthand side of the COE.*

**DD214-Member 4** (current Reservist who don't have access to a DD214 can obtain a NOBE with their unit)

*\*Not applicable to Military Family Members.*

**VA Change of Program or Training Place Form** *\*Required for Transfer Students or when there is Change of Major with UTRGV.*

*Active Duty/Veteran/Reservist: [VA Form 22-1995](#)*

*Military Family Member: [VA Form 22-5495](#)*

*UTRGV Change of Major: [Online Request Portal](#)*

**Meet with an Academic Advisor or Program Coordinator to obtain a Degree Plan or Road Map.**

**6. Submit a Request for Certification: [UTRGV - VA Certification Portal](#)**

*\* Submit documents in PDF Format through our document upload via request for certification portal.*

*\* Course must required in a VA Approved Program to be eligible for certification.*

*\* Post 9/11 GI Bill ® must submit a [Tuition Deferment](#) each term. Tuition is reported to VA after Census date of each term.*

**Tuition and monthly stipends:**

⇒ **Drop List Communication:** Students must submit a TVC Tuition Deferment prior to Payment Deadline of each term to have their enrollment saved from the drop cycle.

⇒ **BAH, Subsistence Allowances and Book stipends** are paid by the Dept. of Veterans Affairs, not UTRGV.

**Enrollment Changes (Drop/Withdraws) impact the following:**

⇒ VA requires School Certifying Officials to report enrollment changes within 30 days.

⇒ **Tuition Payments under Post 9/11 GI Bill ® and Veteran Readiness and Employment.** VA will require institutions to return a percentage of tuition back for students under Post 9/11 GI Bill ®, students will be responsible to pay this percentage back to UTRGV. Student accounts are updated 30-120 days after VA processes enrollment changes and issues a debt letter to the institution.

⇒ **VA BAH & Subsistence Allowances, participants may incur an Debt with the Dept. of Veterans Affairs.**

*Disclosure of your social security number (SSN) is requested for compliance in reporting to Federal and State agencies. Disclosure is governed by law under Section 6109 of the Internal Revenue Code and Treasury Regulation 301.6109-1(c). It is further governed by the Public Information Act (Chapter 552 of the Texas Government Code) and University policies.*

**Beginning Dec. 17, 2021, the VA will require all Post 9/11 GI Bill® recipients to verify their enrollment monthly.** Visit the [VA Verification of Enrollment webpage](#) for information about what the new requirement means for you! Options will include **Opt-in for text** verification or call **1-888-442-4551** to verify.