

# NEW VETERANS' CHECKLIST

## For veterans who have never used their VA Education Benefits

### VA FORM 22-1990 (Education Benefits) COMPLETED ONLINE

- Go to [www.va.gov](http://www.va.gov).
- Click on “Apply for education benefits” mid screen click on “Find your education benefits form”
- Applying for a new benefit. Next select Yes, answer yes or no to National Call to Service education benefit.
- Are you applying for Veteran Employment through Technology Education Courses?
- Apply now, log on and complete the application.
- The VA will mail your letter/certificate of eligibility within 6 - 8 weeks. (See final checklist item.)

*IMPORTANT NOTE FOR THOSE APPLYING FOR THE POST-9/11 GI BILL®: If you are eligible for any other VA benefits (Ch. 30, Ch. 1606, Ch. 1607), you must relinquish them in favor of Chapter 33 in order for your application to be processed. You will be asked to do so within the 22-1990 application.*

### DD 214 OR NOBE SUBMITTED TO McLENNAN VA SPECIALIST

- DD 214 should be member-4 copy. It does not have to be a certified copy.
- The Notice of Basic Eligibility is only required for Reserve & National Guard members.

### MILITARY TRANSCRIPTS SUBMITTED TO McLENNAN ADMISSIONS OFFICE

- If mailed, transcripts should be sent to **McLennan Admissions, 1400 College Dr., Waco, TX 76708**.
- ARMY, COAST GUARD, MARINES, NAVY: Go to <https://jst.doded.mil>. Click through until you see the “Joint Services Transcript” page; register and request an official military transcript.
- AIR FORCE: Go to [www.au.af.mil/au/barnes/ccaf/transcripts.asp](http://www.au.af.mil/au/barnes/ccaf/transcripts.asp) to request a CCAF transcript.
- Military transcripts must be submitted to the McLennan Admissions office during the first semester in which the student is enrolled.

### ACADEMIC ADVISING COMPLETED; DEGREE PLAN & CLASS SCHEDULE SELECTED

*The VA will not pay for:*

- classes which are not on your degree or certificate plan/program.
- remedial classes without placement test scores, or online remedial classes.
- classes which have already been passed, at McLennan or elsewhere. (A letter grade of D is considered passing in almost all cases.)
- Physical Education classes for veterans and reservists (a DD 214 may be turned in to Admissions in order to receive PE credit).
- internship courses for federal employees and the self-employed when their place of business is used as the training site.

### McLENNAN REQUEST FOR BENEFITS (RfB) COMPLETED & SUBMITTED ONLINE:

<https://www.mclennan.edu/veterans/request-for-benefits>

- Do not complete un l enrollment in classes is complete and schedule is finalized.
- This must be done EVERY SEMESTER in order to receive benefits at McLennan.**

**☐ VA LETTER/CERTIFICATE OF ELIGIBILITY SUBMITTED TO McLENNAN VA SPECIALIST**

- If using the Post-9/11 GI Bill® (Ch. 33), a letter of eligibility or “Education Enrollment Status” (EES) page from [www.ebenefits.va.gov](http://www.ebenefits.va.gov) must be submitted to the VA Specialist before the payment due date in order to hold classes until VA payment arrives. An eBenefits EES must also be submitted at the start of each school year in order to prove remaining eligibility.
- All veterans must submit a letter of eligibility during the first semester enrolled.

<b>How do I submit documentation?</b>	Documents such as your DD 214 and letter of eligibility may be submitted in person ( <b>McLennan main campus, ADM 212</b> ), faxed ( <b>254-299-6215</b> ), mailed ( <b>MCC VA Office, 1400 College Dr., Waco, TX 76708</b> ), or scanned and emailed to <a href="mailto:veterans@mclennan.edu">veterans@mclennan.edu</a> .
<b>How do I receive monthly payments?</b>	<p>When you complete the Request for VA Benefits online each semester, it alerts McLennan’s VA Specialist, who will certify all eligible classes with the VA Education Office in Muskogee, OK (using VA form 1999). The VA will process this certification and set up monthly payments for the enrollment period.</p> <p>If you use Ch. 30, 1606, or 1607, you must verify your attendance with the VA each month in order to receive your payments. Your enrollment can be verified starting on the last calendar day of each month of enrollment, either online (<a href="http://www.benefits.va.gov/gibill">http://www.benefits.va.gov/gibill</a>, click on “verify school attendance,” middle right side of the page) or by calling <b>877-823-2378</b>.</p> <p>Ch. 33 beneficiaries are not currently required to verify attendance to receive their monthly housing s pend.</p>
<b>What if I have questions about my VA money?</b>	Please direct all VA payment questions to the VA Education Center at <b>888-442-4551</b> . Unfortunately, McLennan’s VA Specialist does not have access to payment schedules or information. Around the first of the month, phone waits may be long, but you may be able to automatically schedule a callback me.
<b>Can I get paid via Direct Deposit?</b>	Yes! The VA strongly recommends this. Be prepared to enter your account and routing numbers when completing your 22-1990; if your account information changes, you can contact the Education Center at <b>888-442-4551</b> with your new account and routing numbers, or stop by the McLennan VA Specialist’s office with the information, which can be faxed to the VA Education Center.
<b>How do I change my address with the VA?</b>	When you complete your Request for Benefits (RfB) online, use your most up-to-date address information, which the VA Specialist will then update in the VA’s online certification system. If your address changes during the semester, you may contact the VA directly at <b>888-442-4551</b> .

# FREQUENTLY ASKED QUESTIONS

**What if I drop or withdraw from a class?**

Changes in your schedule almost always affect your monthly spend, and may cause the VA to overpay you. The VA Education Center will determine these changes and notify you if you owe money to the VA. If you have questions regarding a debt/overpayment notification from the VA, the McLennan VA Specialist may be able to help you understand the letter, but cannot file an appeal, determine correct amount(s) due, or provide other payment information. If you withdraw from one or more classes due to what might be considered "mitigating circumstances," the VA may partially or completely waive repayment of debts. Examples of mitigating circumstances which the VA may accept include: extended illness; severe illness or death in your immediate family; unscheduled changes in employment; or lack of childcare. Reasons the VA may NOT accept include: withdrawal to avoid a failing grade; dislike of the instructor; or too many courses attempted. The VA may ask you to supply evidence of your mitigating circumstance(s). Third-party documentation such as medical records or a letter from your employer should be submitted directly to the VA Debt Management office from which you received the notice of overpayment/debt.

## McLennan VA Specialist's Office

ADM 212 \* [veterans@mclennan.edu](mailto:veterans@mclennan.edu) \* Ph: 254-299-8432 \* Fax: 254-299-6215

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.