CH 35 – NEW APPLICANT NEVER APPLIED or RECEIVED BENEFITS:
- VA Form 22-5490 available on Vets.gov (print online confirmation pg.)
- Copy of Degreeworks (JAGNET)
- Major with admissions must match degree plan
- Copies of transcripts from all institutions previously attended
- Letter From VA Stating Veteran is 100% Disabled and Unemployable*
- Students Birth Certificate (biological child) or Parents Marriage License & Student’s Birth Certificate (step-child)*
- Spouse=Marriage License (if Veteran is deceased, death certificate is required)*
- Submit a copy of your Certificate of Eligibility Letter as soon as you receive it from VA
- Read the Student Benefits and Responsibilities Info packet/Submit VA Benefits Agreement Form

CH 35 – CHANGE OF PROGRAM:
- Update major with Admissions
- Copy of Degreeworks (JAGNET)

CH 35 – TRANSFERRING FROM ANOTHER INSTITUTION or RETURNING STUDENTS AFTER 2+ YRS:
- VA Form 22-5495 available on Vets.gov (print online confirmation pg.)
- Copy of Degreeworks (JAGNET)
- Major with Admissions must match degree plan
- Copies of transcripts from all institutions previously attended
- Letter From VA Stating Veteran is 100% Disabled and Unemployable*
- Students Birth Certificate (biological child) or Parents Marriage License & Student’s Birth Certificate (step-child)*
- Spouse=Marriage License (if Veteran is deceased need death certificate)*
- Certificate of Eligibility
- Read the Student Benefits and Responsibilities Info packet/Submit VA Benefits Agreement Form

*If student has Certificate of Eligibility then these documents are not required

All paperwork must be submitted in order to process certification (22-1999). Incomplete files will delay processing/benefits. Updates available via JAGNET. Please allow 2-4 weeks for VA to process your application/benefits.

Students pursuing a certificate program will need to verify their enrollment with the VA the last day of each month by calling 1-888-442-4551