

## How to Use Your GI Bill Benefits at UNT (New student who has never used benefits)

STEP 1	<p>Apply for the Post 9/11 GI Bill by submitting VA Form 22-1990 for VA Education Benefits to the Muskogee Regional Processing Office (RPO). Hard copies of VA Form 22-1990 can be mailed to the Muskogee RPO, however, <b>to expedite the process we highly recommend electronic submission of your application via the VA's VONAPP web application:</b></p> <ul style="list-style-type: none"> <li>♦ <b>VONAPP:</b> <a href="https://www.ebenefits.va.gov">https://www.ebenefits.va.gov</a></li> <li>♦ Navigate to the above URL &gt; Select Apply for Education and Training Benefits &gt; Select Education Benefits. Select VA Form 22-1990 to apply for the GI Bill Education Benefits: <ul style="list-style-type: none"> <li>♦ Post-9/11 Chapter 33</li> <li>♦ Montgomery GI Bill-Chapter 30 and Chapter 1606</li> <li>♦ Reserve Educ. Assistance Program-Chapter 1607</li> </ul> </li> <li>♦ Scan and save the DD-Form 214 Member 4 (Chapter 30, 33, or 1607) or DD Form 2384 (Chapter 1606) as a PDF to be attached to the VA Form 22-1990.</li> </ul> <p><b>When filling out your application, we strongly advise that you sign up for direct deposit.</b> Electronic fund transfers (EFTs) are the quickest way to receive your book stipend and housing allowance payments. If you don't sign up for direct deposit you will receive paper checks in the mail.</p>
STEP 2	<p>After the VA receives your application, VA determines your eligibility for VA Educational benefits. The <b>VA will mail you a Certificate of Eligibility detailing your eligibility</b> (usually within 6-8 weeks) <b>which you will need to submit to our office.</b></p> <ul style="list-style-type: none"> <li>♦ <b>If you mail a hard-copy application for VA Educational benefits:</b> <ul style="list-style-type: none"> <li>♦ Make a copy of your application before mailing it to the VA.</li> <li>♦ We can use a copy of your application in lieu of receiving your Certificate of Eligibility. We will require your Certificate of Eligibility at a later date.</li> </ul> </li> <li>♦ <b>If you used VONAPP to electronically apply for VA Educational benefits:</b> <ul style="list-style-type: none"> <li>♦ Print your submitted application with the confirmation number listed at the bottom of each page of the application. We can use your confirmation number in lieu of receiving your Certificate of Eligibility. If you forget to print it out while logged on to VONAPP, you can log back in to print it.</li> </ul> </li> </ul>
STEP 3	<p><b>Apply for Admission to UNT at <a href="https://www.goapplytexas.org/">https://www.goapplytexas.org/</a>.</b></p>
STEP 4	<p><b>Submit official SAT/ACT test scores (if applicable) and official high school transcripts (if needed) to the UNT Admissions Office for evaluation.</b></p>
STEP 5	<p><b>Send an official copy of your military transcripts (AARTS, SMART, CCAF, CGI) to the UNT Admissions Office. Note that your academic advisor will determine credit toward degree.</b> See the Admission website for more information located at <a href="http://www.unt.edu">www.unt.edu</a>. The UNT Admissions Office will mail you an Admissions Data Summary stating your acceptance status and notify you of your UNT EUID and password.</p>
STEP 6	<p><b>Register for Orientation.</b> Log in at <a href="http://my.unt.edu">http://my.unt.edu</a> with your EUID and password. Once logged in, click Student Center, then, Register for Orientation.</p>
STEP 7	<p><b>Attend Orientation.</b> You will get academic advising during Orientation and be eligible to register for classes during specific dates. To find out when you are eligible to register for classes, visit: <a href="https://registration.unt.edu/">https://registration.unt.edu/</a>.</p> <p>Register for classes. Log in at <a href="http://my.unt.edu">http://my.unt.edu</a> with your EUID and password. You will not be able to register for classes until you have met with your Academic Advisor and been given advising clearance.</p>
STEP 8	<p><b>After you've registered for classes, you MUST meet with the UNT VA Certifying Official located in the Student Veteran Services - Benefits Office located in Sage Hall, Suite 236 to complete the necessary paperwork for certification.</b></p>
STEP 9	<p><b>Obtain a VA Information packet from the VA Certifying Official to read and ask questions. The Enrollment Certification form contains an acknowledgement that you have read and understand the information in the packet.</b></p>
STEP 10	<p><b>Turn in all of the following forms/documentation to Student Veteran Services - Benefits Office and meet with a VA Certifying Official to complete your enrollment certification:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate of Eligibility (COE) <ul style="list-style-type: none"> <li>♦ OR VA Form 22-1990 with confirmation number in lieu of receiving your COE</li> <li>♦ OR hard copy of your mailed application in lieu of receiving your COE</li> </ul> </li> <li>♦ DD-214 Member 4 Copy or DD Form 2384 (Chapter 1606 only)</li> <li>♦ UNT Veterans Enrollment Form.</li> </ul>