

## How to Use Your GI Bill Benefits at UNT (Transfer Student\*)

*\*This form is for transfer students who previously used VA educational benefits at another institution.*

STEP 1	Apply for Admission to UNT at <a href="https://www.goapplytexas.org/">https://www.goapplytexas.org/</a> .
STEP 2	Submit official SAT/ACT test scores (if applicable) and official high school transcripts (if needed) to the UNT Admissions Office for evaluation.
STEP 3	<p>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. See the Admission website for more information located at <a href="http://www.unt.edu">www.unt.edu</a>.</p> <p>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 4	<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.
STEP 5	<p><b>Obtain a copy of your Certificate of Eligibility (COE) or your most recent VA Award Letter that reflects your Remaining Entitlement of Benefits (# of months). If you have Post 9/11 Chapter 33 benefits your VA Award letter should reflect your % rating for benefits as determined by the VA.</b></p> <ul style="list-style-type: none"> <li>♦ Post-9/11 Chapter 33 recipients may visit <a href="https://www.va.gov/records/download-va-letters/">https://www.va.gov/records/download-va-letters/</a> to access letters sent by VA or access their current Statement of Benefits.</li> <li>♦ Chapter 30, 1606, and 1607 recipients may access your Benefit Status on WAVE at <a href="http://www.gibill.va.gov/wave">http://www.gibill.va.gov/wave</a>. Download and print out your benefit page.</li> <li>♦ Chapter 35 currently cannot access Benefit Status on the internet.</li> </ul>
STEP 6	<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 7	<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>
STEP 8	<p><b>For Chapter 30, 33, 1606 or 1607-Complete VA Form 22-1995 (Change of Program or Place of Training form).</b></p> <ul style="list-style-type: none"> <li>♦ You can fill this form out in our office or download and print it from online.</li> <li>♦ <a href="https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction">https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction</a></li> </ul> <p><b>For Chapter 35-Complete VA Form 22-5495 (Dependents' Request for Change of Program or Place of Training).</b></p> <ul style="list-style-type: none"> <li>♦ You can fill this form out in our office or download and print it from online.</li> <li>♦ <a href="https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction">https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction</a></li> </ul>
STEP 9	<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>
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)</li> <li>♦ DD-214 Member 4 Copy or DD Form 2384 (Chapter 1606 only)</li> <li>♦ UNT Veterans Enrollment Form.</li> <li>♦ VA Form 22-1995 or 22-5495.</li> </ul>