

New VA Student Checklist

*What you **must** do before your enrollment can be certified:*

1. Apply to Texas A&M University - Central Texas (TAMUCT). Undergraduate Applications can be completed by visiting www.applytexas.org. Contact the Admissions Office for deadline dates.
 - Texas A&M University - Central Texas requires military transcripts for all veterans applying to the University. Veterans and service members can order military transcript from the branch in which you served:
 - **Army, Coast Guard, Marine Corp, & Navy (JST):** <https://jst.doded.mil>
 - **Air Force (CCAF):** <http://www.au.af.mil/au/ccaf/transcripts.asp>

Send All Transcripts to the Following Address:

Texas A&M University - Central Texas
Attention: Admissions Office
1001 Leadership Place
Killeen, TX 76549

If you do not have a copy of your DD214, you may order one at:

<http://www.archives.gov/veterans/military-service-records/get-service-records.html>

or

Create an eBenefits account to access your military personnel file at:

<https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

2. If your benefits have never been used or applied for, submit your application (VA Form 22-1990/5490) to Veterans Administration as early as possible. Visit <http://gibill.va.gov/> for information.
3. Meet with the Academic Advisor for degree plan advisement form and then enroll in a degree program approved for VA benefits, and register for courses that apply towards that degree.
4. Upload all supporting documentation on the VA Request for Certification Form found in Warrior Web/Veteran Affairs Tab. View checklist "*Required Documents for VA Certification*"

Military & Veteran Services Center

Contact Information:

Founder's Hall
Suite 221
1001 Leadership Place
Killeen, Texas 76549
Email: va@tamuct.edu
Phone: (254) 519-5423
Fax: (254) 519-5420

Website: <https://www.tamuct.edu/veterans-affairs/index.html>



REQUIRED DOCUMENTS FOR VA CERTIFICATION

****VA REQUEST FOR CERTIFICATION AND SUPPORTING DOCUMENTS MUST BE SUBMITTED VIA WARRIOR WEB/VETERAN AFFAIRS TAB.
INCOMPLETE PACKETS WILL NOT BE ACCEPTED.***

Chapter 33 (Post 9/11):

- Certificate of Eligibility
 - Or VA Form 22-1990 (vets.gov) Application W/ Confirmation Number
- DD-214 Member 4 (Unless Active Duty)
 - If Degree Completion: Copy of orders assigning you to TAMUCT
- VA Form 22-1995 (If you've used your GI Bill before)
- TAMUCT Request for VA Certification Form – **Must be submitted every semester**

Chapter 33 (Post 9/11 Transfer of Entitlement or Fry Scholarship):

- Certificate of Eligibility
 - Or VA Form 22-1990E (vets.gov) Application w/ Confirmation Number
- VA Form 22-5495 (If you've used your GI Bill before)
- TAMUCT Request for VA Certification Form – **Must be submitted every semester**

Chapter 30 (MGIB):

- Letter of Eligibility (We can certify enrollment without this)
- DD-214 Member 4 (Unless Active Duty provide orders)
 - If Degree Completion: Copy of orders assigning you to TAMUCT
- VA Form 22-1995 (If you've used your GI Bill before)
- TAMUCT Request for VA Certification Form – **Must be submitted every semester**

Chapter 35 (DEA):

- Letter of Eligibility (We will not certify enrollment without this)
- VA Form 22-5495 (If you've used your DEA benefits before)
- TAMUCT Request for VA Certification Form - **Must be submitted every semester**

Chapter 31 (VR&E):

- VA Form 28-1905 (Sent to TAMUCT from VR&E Case Manager)
- TAMUCT Request for VA Certification Form – **Must be submitted every semester**

Chapters 1606/1607 (REAP):

- For 1607: DD-214 Member 4
- Letter of Eligibility
- Degree Plan
- VA Form 22-1995 (If you've used your GI Bill before)
- TAMUCT Request for VA Certification Form - **Must be submitted every semester**

****Notice to all Veterans:** If applicable, also submit copy of kicker or Army College Fund paperwork.
All Documents must be submitted electronically via Warrior Web/ Veteran Affairs Tab. Emailed Documents will be rejected.