**Veterans Center - 910-672-1628 – Email: veterans@uncfsu.edu**

**Checklist for Students using GI BILL Benefits**

* Apply for [**Admission**](https://www.uncfsu.edu/fsu-admissions/undergraduate-admissions)
* Pay admission fee of $50.00
* Submit official transcripts to FSU, 1200 Murchison Road, Fayetteville NC 28301
* Electronic transcripts email to [admissions@uncfsu.edu](mailto:admissions@uncfsu.edu)
* Request Joint Services Transcript (JST) or College of the Air Force (CCAF)
* Check [Bronco Ville](https://broncoville.uncfsu.edu/default.asp) portal
* Apply for [FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa)
* Accept Admission
* Contact your [Academic or Military Advisor](https://www.uncfsu.edu/academics/academic-resources/academic-advising)
* Register for Classes
* Request VA certification
* For each semester **or** indicate if it is a schedule change
* Send an email (**read receipt**) using the format below to [**veterans@uncfsu.edu**](mailto:veterans@uncfsu.edu)
  + **Subject Line**: VA Certification

**Body of the Email**:

* + - * + Name and Phone Number
        + Banner ID
        + Full Major
        + What Benefit you are using
        + Certify me for (indicate semester/term) **or** if this is a **schedule change**
        + Indicate if you are Active duty or Green to Gold
* **New Students**, submit Certificate of Eligibility (COE) **or** Confirmation Page with confirmation number, and (if applicable) copy of DD 214 along with the information above. \*\* Do Not email duplicate request\*\*
* **New Students Only,** complete [veteran student agreement](file:///C:\Users\virtu\Downloads\veteran%20Student%20Agreement.docx)

**\*\***When certification is completed, students will receive an automated email from VAONCE via student email, this means certification was processed and sent to Department of Veterans Affairs. Open email and verify credits hours.

* **Apply for GI BILL Benefits** (Use this if you have not applied for GI BILL Benefits or to Change your place of training)
  + Go to [**VA.gov**](https://www.va.gov/)
  + Apply for Education Benefit
  + Find your Education Benefit Form
  + Answer 4 questions
  + Apply Now
  + Sign in to start application
  + Complete application online, submit,
  + Copy/print confirmation page with number
  + Email to [veterans@uncfsu.edu](mailto:veterans@uncfsu.edu) include your name, banner id and phone number in the body of the email.
* **Choose the appropriate Form**
  + VA Form 22-1990 – Applying for the Benefit (veterans and service member)
  + VA Form 22-1995 – Request for Change of Program or Place of Training)
  + VA Form 22-5495 - Dependents’ Application for VA Education Benefits
  + VA Form 22-5495 (Dependents’ Request for Change of Program or Place of Training).
  + VA Form 22-10203 (Application for Edith Nourse Rogers STEM Scholarship)
* **Benefits of each GI Bill**

**Montgomery (CH 30) and 1606** **Vocational Rehabilitation VR&E (CH 31)**

* Pays directly to student Tuition and fees paid to University
* Student pays tuition and fees to Monthly stipend with dependents (if applicable)

University before class start $75 for school supplies

* Verify Monthly Enrollment through Purchase Textbooks – student keep

[WAVE](https://www.gibill.va.gov/wave/index.do) call VA (1-877-823-2378) Paid Parking Pass

**\*\*Must consult** with VOC Counselor prior to changing

**Post 9/11 (CH 33) & (CH 33T) FYE Scholarship** major, selecting a minor, or completing a double

* Tuition & Fees paid directly to University major
* E-5 MHA with Dependents (if applicable)
* Book Stipend will not exceed $1000 per year **Survivors’ and Dependent Assistance (CH 35)**
* One seated class is needed to receive full MHA Pays directly to Student
* Spouses of active duty are **not** eligible to receive Student pays tuition and fees to university before

E-5 Monthly Housing Allowance (MHA) start of class

* Active-Duty students using 9/11 will **not** receive

Monthly Housing Allowance (MHA)

**All Benefits are pro-rated – Only Classes within degree plan will be certified – VA pays instate tuition only**

**Important Notes**

**\*\*Check your Bronco email for instructions on waiving FSU student insurance. (**VA will not pay for insurance**)**

**\*\*Full Majors must be Declared before VA certification will be completed**

**\*\*Undergraduate Students using GI BILL (CH 30, 1606, 33, 33T, and 35) are automatically included in book rental program.**

**\*\*Check Bronco email for correspondence from bookstore, then pickup books or have book mail.**

**Graduate Students**

16-week semester – fulltime 9 credits

8-week term – 6 credits is fulltime

**Undergraduate Students**:  
16-weeks semester – fulltime 12 credits   
8-week term – fulltime 6 -7 credits

4-week term – fulltime 3-4 credits