| STEP 1: | Request the eligible service member to transfer their Post 9/11 (Chapter 33) GI Bill benefits to you.  
| | • First, the service member (parent, guardian or spouse) will need to determine if he or she is eligible for Post 9/11 benefits. He or she will need to apply for the benefit themselves with **VA Form 22-1990**. This can be done online through the VA’s **VONAPP** application at:  
| | • Once eligibility is determined for the service member, have them review the following information to transfer their benefit to you:  
| |                                      o **VA Informational site**: [http://www.gibill.va.gov/gi_bill_info/ch33/transfer.htm](http://www.gibill.va.gov/gi_bill_info/ch33/transfer.htm)  
| | • To transfer benefits, the eligible service member will need to submit a request through the following website:  
| |                                    **Official site to transfer benefits**: [https://www.dmdc.osd.mil/TEB/](https://www.dmdc.osd.mil/TEB/)  

| STEP 2: | After benefits have been transferred to you, apply for the Post 9/11 GI Bill by submitting your application (**VA Form 22-1990E**) for VA Education Benefits to the, **Hard-copies of VA Form 22-1990E** can be mailed to the, however, to expedite the process, we **highly recommend electronic submission of your application via the VA’s VONAPP web application**:  
| | • **VONAPP**: [https://vabenefits.vba.va.gov/vonapp/main.asp](https://vabenefits.vba.va.gov/vonapp/main.asp)  
| |                                    o Navigate to the above URL >> click “Start VONAPP” >> follow the on-screen instructions.  
| |                                    o Make sure to select **VA Form 22-1990E** to apply for the Post 9/11 GI Bill (Chapter 33)  
| |                                    o **When filling out your application, we strongly advise that you sign up for direct deposit**. 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.  

| STEP 3: | After the VA receives your application, they will review it and determine your eligibility for the Post 9/11 GI Bill. **The VA will then mail you a Certificate of Eligibility** detailing your eligibility (usually within 6-8 weeks), **which you will need to submit to our office**.  
| | • **If you mail a hard-copy application for Post 9/11 benefits**:  
| |                                    o Make a copy of your application before mailing it to the VA. **We can use a copy of your application in lieu of** you receiving your Certificate of Eligibility.  
| | • **If you used VONAPP to electronically apply for Post 9/11 benefits**:  
| |                                    o 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 you receiving your Certificate of Eligibility**. If you forget to print it out while logged on to VONAPP, you can log back in, access your submitted applications and print out a confirmation page with confirmation number.  

| STEP 4: | Complete VA Form 22-1995 (the “change of Program or Place of Training” form). You can fill this out in our office, or download and print it from:  

| STEP 5: | See your academic advisor and get an evaluated, signed degree plan listing all of the courses you are required to take to graduate. **Graduate students are REQUIRED to have a signed academic degree plan on file**.  
| | • The VA will only fund courses required for your degree.  
| | • If you are a freshman, you may not be able to get a degree plan from your advisor. In that case, you must keep a copy of your Advisement Sheet and turn in a copy to our office every semester you wish to use your benefits.  
| | • If you are an undergraduate student and using your benefit for the first time, you may sign a waiver form. Inquire about this in our office for more information.  

| STEP 6: | Register for classes on. Depending on your status (Freshman, Sophomore, etc.), you will be able to register for classes during specific dates/ To find out when you’re eligible to register for classes, visit:  
| | • [http://www.calu.edu/academics/index.htm](http://www.calu.edu/academics/index.htm)  
| | After you’ve registered for classes, you MUST fill out and submit an Application for Enrollment to our office. This can be done in our office or online at:  
| | • [http://www.calu.edu/veterans](http://www.calu.edu/veterans)  

| STEP 7: | Turn in all of the above forms/documentation to our office:  
| | • **Certificate of Eligibility (COE)**  
| |                                    o Or VA Form 22-1990E with confirmation number in lieu of receiving your COE  
| |                                    o Or hard-copy of your mailed application in lieu of receiving your COE  
| | • **VA Form 22-1995** (“Change of Program of Place of Training” Form)  
| | • **Signed academic degree plan, Freshman advising sheets, or Waiver**  
| | • **Application for Enrollment**  

Contact [veterans@calu.edu](mailto:veterans@calu.edu) or (p) 724-938-4076 or (fax) 724-938-4584