California University of Pennsylvania
Office of Veterans Affairs

How to apply for VA Benefits using VA Form 22-1990 (as of August 2014)

STEP 1:

- Visit the following website: http://www.vabenefits.vba.va.gov/vonapp/default.asp
- OR visit Google and type in: “VONAPP”

STEP 2:

- Log into the VONAPP (Veterans On-Line Application) portal
  - If you don’t have an account, click on “I am a New VONAPP User”

VONAPP Login

Please enter your Username and Password to log in using a VONAPP Account. If you do not have an account, or have forgotten your username or password please click on one of the links below to sign-up for a new account, or retrieve your username or password.

Username:
Password:

--- Login ---

Sign-Up Now | Forgot Username/Password
STEP 3:

- After logging into VONAPP, you will need to create or select a form. If you are applying for VA Education benefits, please select: “Education Benefits Form 22-1990”

![Create A New Form](image)

STEP 4: (Questions 1 -

- Question 1 – Select the education benefit you are applying for:

1. Education benefit being applied for:
   - [ ] Chapter 33 - Post-9/11 GI Bill
   - [ ] Chapter 30 - Montgomery GI Bill Educational Assistance Program (MGI)
   - [ ] Chapter 1506 - Montgomery GI Bill Selected Reserve Educational Assistance Program (MGB-SR)
   - [ ] Chapter 1507 - Reserve Educational Assistance Program (REAP)
   - [ ] Chapter 32 or Section 903 - Post-VietNam Era Veterans Educational Assistance Program (VEAP)

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• Questions 2-6 – Complete biographical information (Name, Sex, DOB, SSN)

2. What is your name?
   Salutation
   First
   Middle
   Last
   Suffix

3. What is your sex? ☐ Male  ☐ Female

4. What is your date of birth?
   month  day  year

6. What is your Social Security Number?

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• Questions 5 & 7 (the order of questions are not in chronological order as of August 2014) – Complete address or home of record and your current telephone number

5. What is your address?
   Address
   Location  Domestic

   Pennsylvania
   City  State
   Zip  Zip Suffix

7. What are your telephone numbers?
   Primary Phone  Extension  Secondary Phone  Extension

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Print Claim  /  Validate Claim /
• Question 10 – If you’ve filed a VA claim before, check “YES” – if not, check “NO”

10a. Have you ever filed a claim with the VA?  ○ Yes  ○ No

• Question 10b – Click no if you’ve never applied for VA benefits under someone else’s service

10b. Have you previously applied for education benefits using someone else's service?
○ Yes  ○ No

• Questions 8 – 8d are to assist you with setting up direct deposit. Please include your bank account type, name of bank as well as routing & account number to ensure you receive your payments via direct deposit.

8. Are you interested in having your VA education benefits directly deposited into a checking or savings account?  (Direct Deposit is not available for VEAP)
○ Yes  ○ No

Do you have an account with an authorized United States financial agent?
○ Yes  ○ No

8a. Account Type:  ○ Checking  ○ Savings

8b. Name of financial institution

USAA FEDERAL SAVINGS BANK

8c. Routing or Transit Number

8d. Account Number

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• Questions 9 – 9a require a point of contact, someone who will always know where you can be reached

9. Please provide the name of someone who will always know where you can be reached?
First Middle Last Suffix

9a. Is your contact’s address and phone number the same as yours?
   ☐ Yes ☐ No

• Question 11 asks if you have received an information pamphlet on education benefits. If you would like more information, please check “NO”

11. Have you already received an information pamphlet explaining education benefits? (The most current information on VA education benefits is available online at www.gibill.va.gov. If you would like to receive a printed pamphlet, answer No to this question.)
   ☐ Yes ☐ No

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• Question 12 asks if you know the name or address of the school you would like to attend. Since you are applying to California University of Pennsylvania, please use the following information on your application:

12. Do you know the name or address of the school or training establishment you want to attend?
   (Skip this item if you are only applying for National Test Reimbursement, Licensing and Certification Test Reimbursement, or Tuition Assistance Top-Up.)
   ☐ Yes ☐ No

12a. CALIFORNIA UNIVERSITY OF PENNSYLVANIA

   School Name

   Address Location Domestic

   250 UNIVERSITY AVENUE

   CALIFORNIA Pennsylvania

   City State

   15419 Zip Zip Suffix
• Questions 12b – 12d pertain to the date your training (classes) will begin as well as your program of study (your major)
  o *If you are attending through Cal U’s Global Online program, you will still select “College or Other School Attendance”

12b. Enter the date your training started or will start.
   08 / 25 / 2014
   month  day  year
12c. Please specify your Educational or Career Objective, if known. (e.g., Bachelor of Arts in Accounting, Welding Certificate, Police Officer, etc.)
   Bachelor of Science
12c. Course of study to achieve goal?
   Justice Studies
12d. Type of Education or Training
   ☑ College or Other School Attendance (includes online courses)
   ☐ Correspondence
   ☐ Apprenticeship or On-the-Job Training
   ☐ Vocational Flight Training
   ☐ National Test Reimbursement (SAT, CLEP, etc.)
   ☐ Licensing or Certification Test Reimbursement (MCSE, CCNA, EMT, NCLEX, etc.)
   ☐ Tuition Assistance Top-Up (Chapters 30 and 33 only)

• Questions 13a – 13c reference your active duty status. If you are on active duty, check “YES.” If you are not on active duty or have completed your initial entry training (BCT/IET/Job Training), you will select “NO” and will need to submit a copy of your DD-214 to the VA.

13a. Are you now on Active Duty? (Check NO if you are currently on drilling status, in the Selected Reserve or if you are on active duty for training.)
   ☑ Yes  ☐ No
13c. Will you be sending a copy of your discharge paper?
   ☑ Yes  ☐ No
   In most cases, VA can process your claim without any additional supporting documentation.
• Questions 13d reference your periods of active duty. Please add any periods of active duty, with a break of service as well as your service branch and service status. If you have more than one period of active duty or a break in service (includes National Guard / Reserves), please “Add Tour of Duty” for each period.

![Image of Add Tour of Duty](image)

**Back / Add Tour of Duty / Delete Tour of Duty Disabled / Continue**

• Questions 14a – 14b reference your high school graduation date and or date of high school equivalency certificate.

![Image of High School Graduation Date](image)
• Question 14c asks if you have received any training after High School.

14c. Have you received any training after High School?  
(Including apprenticeships, on-the-job training and flight training)  
☐ Yes  ☐ No

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• Question 14d asks if you hold any FAA flight certificates.

14d. If you hold any FAA Flight Certificates, enter information about each certificate.

• Questions 15a & 15b ask if you were employed before or after military service.

15b. Were you employed after leaving military service?  
Includes jobs where you held a license or journeyman rating to practice a profession)  
☐ Yes  ☐ No

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• **Question 16a is for Active Duty Claimants Only!**

**16a. For Active Duty Claimants Only.** Are you receiving or do you anticipate receiving any money (including but not limited to Federal Tuition Assistance) from the Armed Forces or Public Health Service for the course for which you have applied to the VA for Education Benefits? If you receive such benefits during any part of your training, check Yes.

Note: If you are only applying for Tuition Assistance Top-Up, check No on this item.

☐ Yes  ☐ No

• **Questions 16a – 16b general questions to be answered.**

**16a1. Military Service Academy.** If you graduated from a Military Service Academy, specify the year you graduated and received your commission.

Graduation Year: ___________

**16b. Senior ROTC Scholarship Program.** Are you currently participating in a Senior ROTC Scholarship Program which pays for your tuition, fees, books and supplies under Section 2107, Title 10 U.S. Code?

☐ Yes  ☐ No

• **Questions 16c – 16d general questions to be answered.**

**16c. Senior ROTC (Reserve Officer’s Training Corps) Scholarship Program and Officer’s Commission.** If you were commissioned or will be commissioned as a result of a Senior ROTC Scholarship Program, provide the date of your commission and the amount of your scholarship for each year you were in the Senior ROTC program. Do not report your monthly subsistence allowance (stipend). (If you received your commission through a non-scholarship program, skip this section.)

<table>
<thead>
<tr>
<th>Date of Commission</th>
<th>Scholarship Amounts</th>
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<tbody>
<tr>
<td>month/day/year</td>
<td>Year: ________  Amount: $</td>
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<td>Year: ________  Amount: $</td>
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**16d. For Civilian Employees of the U.S. Federal Government Only.** Are you receiving or do you anticipate receiving any money from your agency (including but not limited to the Government Employees Training Act) for the same period for which you have applied to the VA for Education Benefits? If you will receive such benefits during any part of your training, check Yes.

☐ Yes  ☐ No
• Questions 16e – 16g reference contributions, kickers or educational loans.

16e. Contributions. Did you make additional contributions (up to $600) to increase the amount of your monthly benefits? If Yes, it will help VA process your claim if you submit evidence you have to support your claim. (e.g., cash collection voucher, leave and earnings statement(s), receipt voucher, etc.)

☐ Yes  ☐ No

16f. Kicker. Do you qualify for a Kicker (sometimes called a "College Fund") based on your Military Service? (Kickers are additional amounts contributed by DoD to an education fund.)

If you qualify for a kicker, it will help VA process your claim if you submit a copy of the kicker contract. Reserve kicker contracts must include the amount and effective date.

Active Duty Kicker:  ☐ Yes  ☐ No
Reserve Kicker:  ☐ Yes  ☐ No

16g. If you had a period of active duty that the Department of Defense counts for purposes of repaying an education loan, check Yes and show the period of active duty that the military considers as being used for the purposes of repaying the education loan.

☐ Yes  ☐ No

• Question 17 references if you have service prior to January 1, 1977.

17. Are you a veteran with military service before January 1, 1977? (Or delayed entry before January 2, 1978)

☐ Yes  ☐ No

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• Question 18 references any final remarks you wish to submit with your claim. No remarks are necessary.

• You will continue to click “CONTINUE” and read the information prior to submission.
• It is recommended that you click “Print Paper Form” to view / print your application before submitting. Important information on your application includes personal information / biographical data as well as ensuring you have the correct bank information for your direct deposit.
• After you view or print your application, click on the “SUBMIT FORM” tab (in image above)

• When you click “SUBMIT FORM,” it will ask if you’d like to attach any documents. If you have documents to attach, click “OK.” If you don’t have any documents to attach, click “CANCEL.”

• Upon submitting your claim, you will see a screen in which you will need to certify. After reading the information, click “I certify.”
The final steps for your application include:
- Keeping a copy of your confirmation number (as shown below)
- If you have any additional documents you need to send to the VA, please submit to the address (as shown below)
- Keep a copy of all records

Congratulations! Your application has been sent successfully to VA. The confirmation information on this page is very important so print and keep this page for your records. The confirmation information shows your confirmation number and the VA Regional Office name and address which will receive and review your application. You should also use the print paper form button to print out a copy of your application for your records.

Your confirmation number is: [Redacted]
Your application has been sent to the Eastern Region Regional Office
VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616

If you have specific questions or concerns about the status of your claim or VA benefits, you can reach the VA toll-free by calling 1-888-GIBILL (442-4551) for Education benefits, 1-800-669-8477 for VA Life Insurance, or 1-800-827-1000 for all other VA benefits.

Continue

Once you receive your Certificate of Eligibility, please ensure you send a copy to the Cal U Office of Veterans Affairs
- prah@calu.edu or veterans@calu.edu

For more information on Military & Veterans benefits, please visit:
- www.calu.edu/veterans OR
- www.calu.edu/prospective/veterans/index.htm