# Using your GI Bill Benefits

## Getting Started

**Step 1:** Provide verification that you are eligible for GI Bill benefits. This is done by submitting a Certificate of Eligibility (COE). If you don’t have one, and have not applied for GI Bill benefits follow these steps below.

<table>
<thead>
<tr>
<th>Applying for GI Bill benefits</th>
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<tbody>
<tr>
<td>1. Go to <a href="http://www.va.gov">www.va.gov</a></td>
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<tr>
<td>2. Sign up for an account</td>
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<tr>
<td>3. Select “Education”, then click on “Apply for education benefits”</td>
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<td>4. Under the “How do I apply” text, click on “Find your education benefits form”</td>
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<tr>
<td>▪ 22-1990 - For service member / veteran CH. 33 Post 9/11 GI Bill/ CH 1606 MGIB-SR</td>
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<tr>
<td>▪ 22-1990e - For dependents applying for CH. 33 Post 9/11 GI Bill</td>
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<tr>
<td>▪ 22-5490 - For dependents applying for CH. 35 Dependent Education Assistance (DEA)</td>
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<td>5. Answer the questions prompted</td>
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<td>6. After reading the required information, select “Get Started”</td>
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Upon submission of the Online application, the VA will mail (paper copy not email the service member or dependent a copy of their certificate of eligibility). This typically takes 3-4 weeks. Fax, email, Drop Box, or bring a copy of this form to the Veteran’s Resource Office located in the Taggart Student Center room 314.

*If you have already applied for GI Bill benefits and do not have a COE please print the screen from [www.va.gov](http://www.va.gov) that shows your remaining entitlement.

**Step 2:** Complete the remaining forms needed to utilize your GI Bill through the Service now portal which can be accessed using the following link. See page 2 for instruction:

[https://usu.service-now.com/usu/welcome.do](https://usu.service-now.com/usu/welcome.do)

**Veterans Educational Benefit Student Data Sheet** *(required for all benefits)* – Complete all of the students demographic information. Please ensure that you give the most current information.

**Veterans Progress form** *(required for all benefits)* – a list of classes that you would like certified for GI Bill. This for is required **every semester** after the student has registered for classes for the semester. We will not certify a students benefits until a progress form is received.

**Veterans Promissory Note** *(required only for Post 9/11 and Voc Rehab benefits)* – this is an agreement between the student and school. It ensures that the student is aware that any balance that the VA does not pay is the students responsibility.

**Veterans Change of Program or Place of Training VBA 22-1995 or VBA 22-5495** Required for any student changing their major or a transfer student attending USU for the first time from a previous institution.
SERVICE NOW INSTRUCTIONS

For submitting forms to the Veterans Resource office

Go to the following link → https://usu.service-now.com/usu/welcome.do

Login to the USU portal using Your A number and password

Go to Service Catalogs

Then to Departmental Forms

Lastly, the Veterans Resource Office

Fill out the forms that apply to your specific benefits

Note: you must click the submit button once you have completed the form in order for it to be sent to our office. If you cannot find the submit button, try expanding your screen out fully or closing down any side taskbars in your internet browser and the submit button will be visible in the top right corner.
Frequently Asked Questions

- What is my VA File number? Your VA File number is used for processing your benefits. It is usually your social security number. For Chapter 35, your VA File number is the veteran’s social security number plus a two digit number or letter service member dependent identifier.

  Non-certifiable courses:

  - The VA will only pay for courses required by the major being pursued. If the classes do not meet this requirement, they are considered not certifiable. Some exceptions do apply.

  - The VA can pay for repeated classes that a student received an F grade. USU considers a D as a passing grade and the VA WILL NOT pay for a repeat course unless their degree specifically requires a higher grade than the student received.

  - Any course that is not certifiable becomes the student’s responsibility and they will be required to pay for any tuition and fees that are associated with the course. If a course cannot be certified the student will be notified by the Veterans Resource Office.

  Enrollment Verification (to receive payment): For students using Chapter 30 (MGIB-AD) and Chapter 1606 (MGIB-SR), a monthly enrollment verification phone call to the VA’s automated phone system, WAVES, is required at 1-877-823-2378. The VA system does not allow verification for the month of school until the last day of the month. Verification is done on the LAST day of the month or anytime thereafter.

  Payment: The application process to use GI bill benefits will have the student provide a checking account for the VA to direct deposit all payments into. VA payment times may vary, based on current volume. Monthly payments come at the start of the following month. For example, January pay comes at the beginning of February.

  Changes to class schedule: Students must inform the Veterans Resource office of any changes to their enrollments by submitting a Veterans Progress Form through Service Now. Failure to provide a Veterans Progress Form with all changes to the enrollment status can result in students incurring charges in the event that the classes added do not fit into the selected program of study or a dropped course may create a debt to the VA, which will be the student’s responsibility to pay.

Veterans Resource office contact information

USU Veterans Resource Office
Taggart Student Center Room 314
Email: veteransresources@usu.edu
Office Hours: Monday through Friday 8AM – 5PM
Phone: (435) 797-7886
Fax: (435) 797-9752

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Affirmation of Understanding

By signing below, the student acknowledges that they have read and understand the **Getting Started** and **Frequently Asked Questions** sections of the New Student Letter. Please retain the information pages and return the **Affirmation of Understanding** page the USU Veterans Resource Office along with above mentioned forms to begin using your benefits.

Signed:________________________________________ Date:___________________________

Print Name:____________________________________ A Number: A___________________