CHAPTER 33 POST 9/11 GI BILL

Freshman/First-Year Students (*Less than 11 college credits earned since high school*)

- ☐ **Proof of Eligibility** Submit one of the following:
    - Certificate of Eligibility. COE's can not be older than 6 months
    - VA.gov print out. Print outs can not be older than 1 month (*See pages 2-3 for instructions*) First time VA education applicants must apply by filling out the VA Form 22-1990 at www.vets.gov Student will receive a COE once you have been approved for Chapter 33 in appx. 8 weeks
- ☐ **VA Form 22-1995** (*See pages 4-5 for instructions*)
- ☐ **DD Form 214,** Member 4 copy or Service 2
- ☐ **Unofficial Military Transcripts** (*See page 6 for instructions*)
- ☐ ***Draft* Candidate Plan of Study (CPS)** signed by your College Advisor (*See page 8 for instruction*)
- ☐ **FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Transfer Students (+*12 Credits earned AFTER high school graduation*)

- ☐ **Proof of Eligibility** Submit one of the following:
    - Certificate of Eligibility. COE's can not be older than 6 months
    - VA.gov print out. Print outs can not be older than 1 month (*See pages 2-3 for instructions*) First time VA education applicants must apply by filling out the VA Form 22-1990 at www.vets.gov Student will receive a COE once you have been approved for Chapter 33 in appx. 8 weeks
- ☐ **VA Form 22-1995** (*See pages 4-5 for instructions*)
- ☐ **DD Form 214,** Member 4 copy or Service 2
- ☐ **Unofficial Military Transcripts** (*See page 6 for instructions*)
- ☐ ***Draft* Candidate Plan of Study (CPS)** signed by Academic Transfer Advising (*See page 7 for instructions*)
- ☐ **FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Graduate/Former/Post-Bacc Students

- ☐ **Proof of Eligibility** Submit one of the following:
    - Certificate of Eligibility. COE's can not be older than 6 months
    - VA.gov print out. Print outs can not be older than 1 month (*See pages 2-3 for instructions*) First time VA education applicants must apply by filling out the VA Form 22-1990 at www.vets.gov Student will receive a COE once you have been approved for Chapter 33 in appx. 8 weeks
- ☐ **VA Form 22-1995** (*See pages 4-5 for instructions*)
- ☐ **DD Form 214,** Member 4 copy or Service 2
- ☐ **Unofficial Military Transcripts** (*See page 6 for instructions*)
- ☐ ***Draft* Candidate Plan of Study (CPS)** signed by your Academic Adviser (*See page 8 for instructions*)
- ☐ **FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Once you have submitted all documentation, all students must complete the Certification Request Form. This form can be found at www.uhcl.edu/vso under the Forms tab.

All documents <u>must</u> be in PDF Format.
Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either.
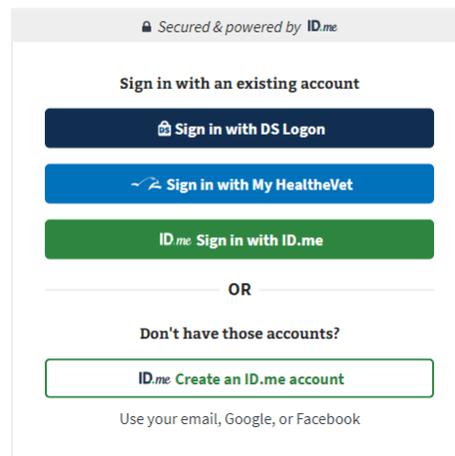
University
of Houston
Clear Lake

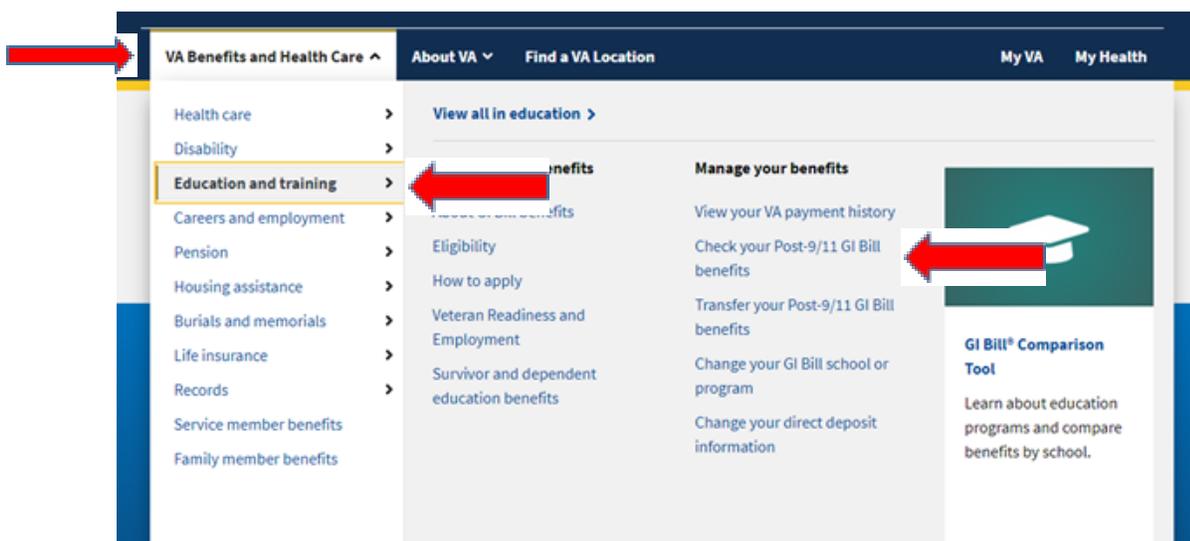# How to access your Certificate of Eligibility (COE)

Step 1.) Go to www.va.gov

Step 2.) Log into your VA account or Register for an account

Step 3.) Click on Education and training from the VA Benefits and Health Care tab. Select Check your Post-9/11GI Bill benefits.

Certificate of Eligibility continued.....

Step 4.) Click on Check Your GI Bill Benefits

Post-9/11 GI Bill Statement of Benefits

If you were awarded Post-9/11 GI Bill education benefits, your GI Bill Statement of Benefits will show you how much of your benefits you've used and how much you have left to use for your education or training. These education benefits can help cover some or all of the costs for school or training. You'll be able to view this benefit statement only if you were awarded education benefits.

Check Your GI Bill Benefits

Note: The tool is available Sunday through Friday, 6:00 a.m. to 10:00 p.m. ET, and Saturday 6:00 a.m. to 7:00 p.m. ET.

Step 5.) Your Post 9-11 information will appear. Print and/or save this page! This will act as your Certificate of Eligibility.

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Cellphone photo's converted to PDF format will not be accepted either.
**All documents must be turned in together, at the same time.**

How to complete a VA Form 22-1995

If you have __not__ used the Post 9/11 GI Bill at another college/university, you do __not__ have to complete this form

Step 1.) Make sure you are at a computer that has printing capability

Step 2.) Go to https://www.vets.gov/

Step 3.) Click on Explore Benefits, then select Education & Training, and then select the Apply Now box
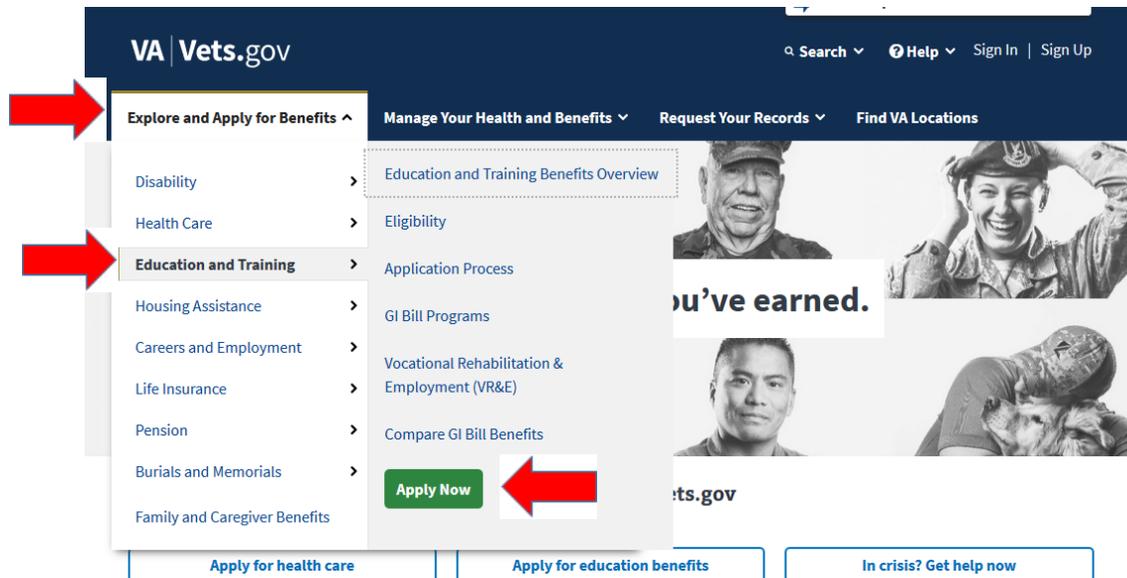
Step 4.) Click Select Correct Form, then select "Updating my current education benefits", then select "No I'm using my own benefit", and then click Apply Now.

Step 5.) On the following page, click the Start the Education Application box (make sure the "Equal to VA Form 22-1995" appears)
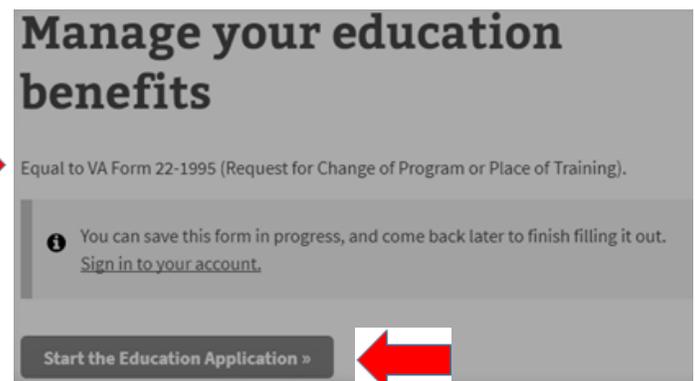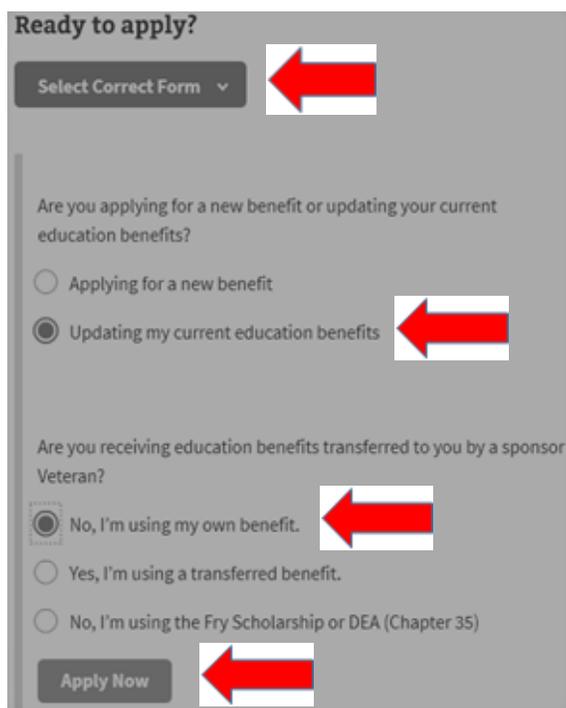
VA Form 22-1995 continued....

Step 6.) Fill out the required personal information fields in the 1-6 Applicant information boxes as they apply & click continue

Step 7.) When you finish the Applicant information boxes, print with the confirmation number. You will not be able to access this page later – **must be printed immediately!**

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How to download an Unofficial Military Transcript

*except for CCAF (Community College of the Air Force)

Step 1.) Visit the following website: https://jst.doded.mil/smart/signIn.do

Step 2.) Either:

- You will need to register for an account if this is the first time you are accessing your Joint Service Transcript.
- Log into your account under the non CAC users if you have a JST Account.
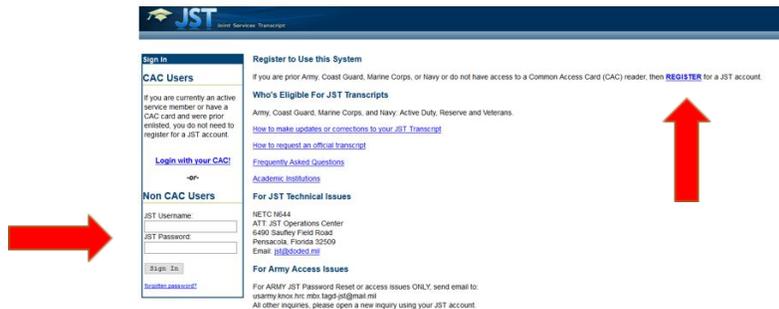
Step 3.) Once logged into your account access your transcript by clicking the "Transcripts" tab at the top of the page.
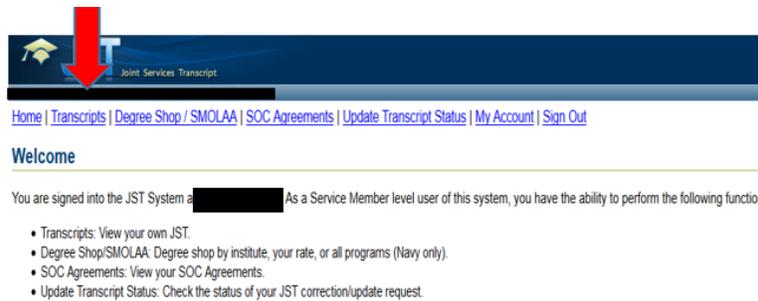
Step 4.) Click on the "Transcript" link to view your transcript.

Step 5.) Once your transcript loads, print!

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How to Obtain a *Draft* Candidate Plan of Study from the Transfer Advising staff

(New Transfer Students only)

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:

You will receive an email to your personal email from Academic Transfer Advising 3 days after you have been admitted to UHCL which will provide instructions on how to schedule an appointment with a Transfer Advisor using the
Navigate student app (www.uhcl.edu/eab)
When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.**

Step 3:

During your advising session, the advisor will review your transfer credits, provide guidance on how they are applying toward your degree requirements, and recommend classes for your first semester. Then they will sign your draft degree plan which is referred to as the Candidate Plan of Study (CPS).
(Signed draft degree plans are only authorized for the first semester.)

Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

Academic Transfer Advising
281-283-3068 | transfer@uhcl.edu
Student Services & Classroom Building
(SSCB) 1206

How to Obtain a Candidate Plan of Study from the College Advisor

(Freshman/Graduate/Post-Bacc/Former UHCL students)

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
All Undergraduate students: Download the **Navigate app** (www.uhcl.edu/eab), and schedule an appointment with your assigned College Advisor.
Graduate students: contact the respective College Advising Office and set up an appointment to meet with an Academic Advisor.
*Note: When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.***

Business	Education
281-283-3110	281-283-3600
Human Sciences and Humanities	Science and Engineering
281-283-3333	281-283-3711

Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

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Cellphone photo's converted to PDF format will not be accepted either.
All documents must be turned in together, at the same time.**

Reviewed on 08/25/21