

## CHAPTER 33 POST 9/11 GI BILL (Transferee)

### 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](http://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 (for the service member who transferred the benefits)
- Draft Candidate Plan of Study (CPS)** signed by your College Advisor (*See page 7 for instructions*)
- 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](http://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 (for the service member who transferred the benefits)
- Draft Candidate Plan of Study (CPS)** signed by Academic Transfer Advising (*See page 6 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](http://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 (for the service member who transferred the benefits)
- Draft Candidate Plan of Study (CPS)** signed by an Academic Advisor (*See page 7 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](http://www.uhcl.edu/vso) under the Forms tab.

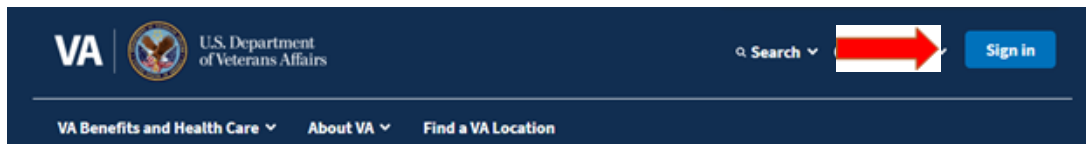
All documents must be in PDF Format. Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either.



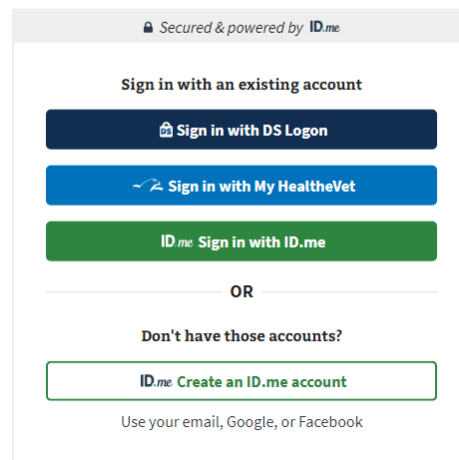
# How to access your Certificate of Eligibility (COE)

Step 1.) Go to [www.va.gov](http://www.va.gov)

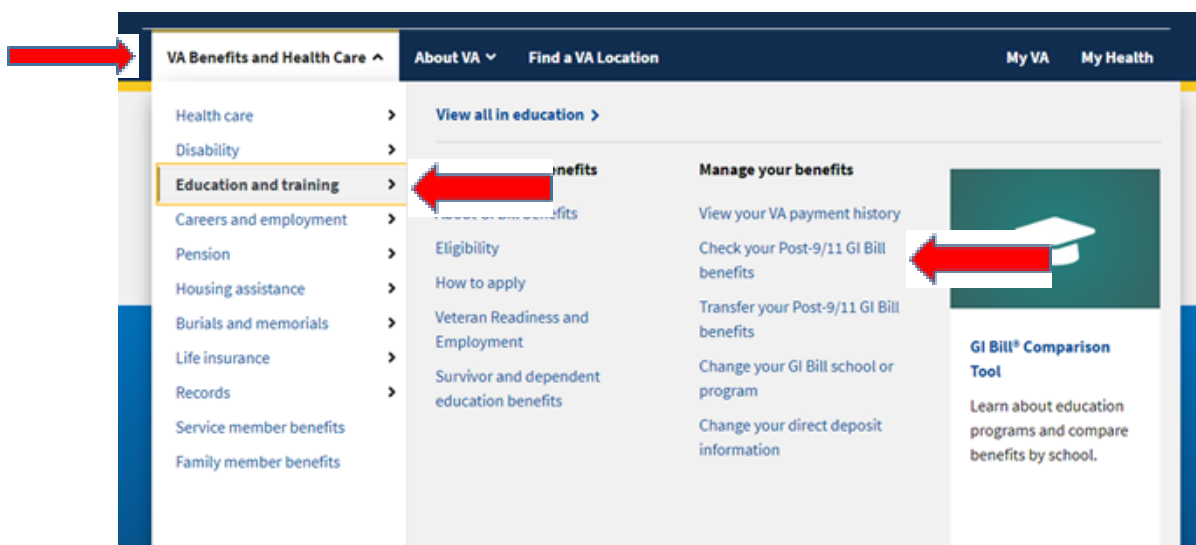
Step 2.) Log into your VA account or Register for an account



## Sign in to VA.gov



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.

**ALL DOCUMENTS MUST 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. All documents must be turned in together, at the same time.

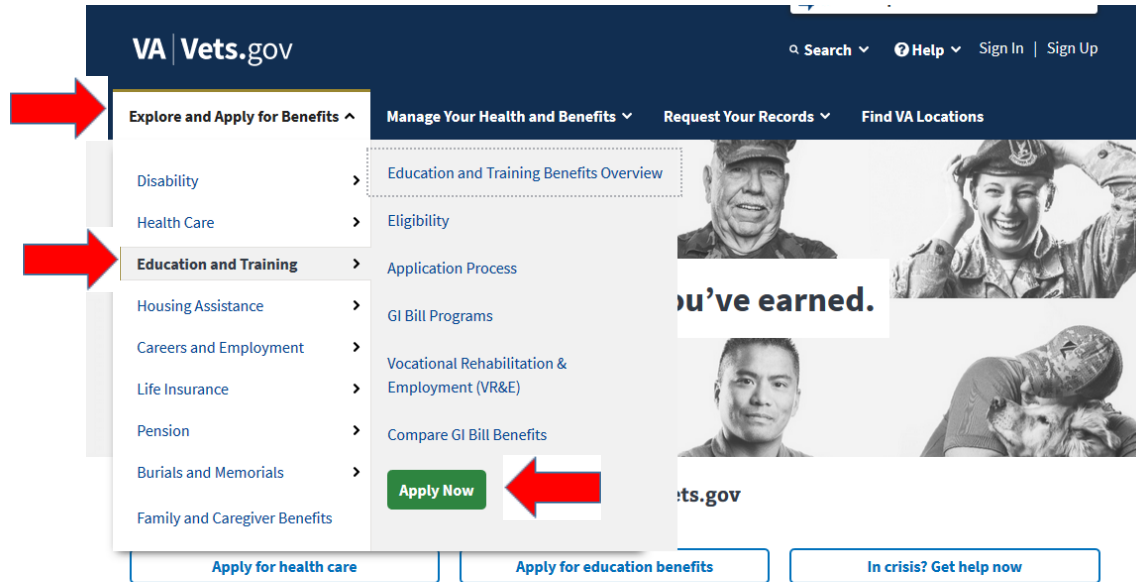
# How to complete a VA Form 22-1995

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)

## How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

A screenshot of the 'Find your education benefits form' section. At the top, there is a blue button labeled 'Find your education benefits form'. Below it, there are two questions. The first question is 'Are you applying for a benefit or updating your program or place of training?' with three radio button options: 'Applying for a new benefit', 'Updating my program of study or place of training', and 'Applying to extend my Post-9/11 or Fry Scholarship benefits using the Edith Nourse Rogers STEM Scholarship'. The second question is 'Are you receiving education benefits transferred to you by a sponsor Veteran?' with three radio button options: 'No, I'm using my own benefit.', 'Yes, I'm using a transferred benefit.', and 'No, I'm using the Fry Scholarship or DEA (Chapter 35)'. At the bottom, there is a green 'Apply now' button. Red arrows point to the 'Find your education benefits form' button, the 'Updating my program of study or place of training' radio button, the 'Yes, I'm using a transferred benefit.' radio button, and the 'Apply now' button.A screenshot of the 'Manage your education benefits' page. The title is 'Manage your education benefits'. Below the title, it says 'Equal to VA Form 22-1995 (Request for Change of Program or Place of Training)'. There is an information icon and a message: 'You can save this form in progress, and come back later to finish filling it out. Sign in to your account.' At the bottom, there is a grey button labeled 'Start the Education Application'. A red arrow points to this button.

## 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

**Update your education benefits**  
Form 22-1995

**1** of 6 Applicant Information

You aren't required to fill in all fields, but we can review your application faster if you provide more information.

First name (\*Required)

Middle name

Last name (\*Required)

Suffix

Social Security number (\*Required)

I don't have a Social Security number

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!**

**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.**

**All documents must be turned in together, at the same time.**

# 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](http://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](mailto: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](http://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!

**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.**

**All documents must be turned in together, at the same time.**