CHAPTER 35 DEPENDENT EDUCATIONAL ASSISTANCE

Freshman/Sophomore Students (0-59 Credits)

☐ Proof of Eligibility Submit one of the following:
   - Certificate of Eligibility. COE’s can not be older than 6 months
   - First time VA education applicants must apply by filling out the VA Form 22-5490 at www.vets.gov
     Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week

☐ VA Form 22-5495 (See pages 2 for instructions)

☐ Draft Candidate Plan of Study (CPS) signed by University Academic Advising Center (See page 4 for instructions)

☐ FINAL STEP: Once you have collected all of the documents listed above, submit them to the VSO.

Junior/Senior Students (+60 Credits)

☐ Proof of Eligibility Submit one of the following:
   - Certificate of Eligibility. COE’s can not be older than 6 months
   - First time VA education applicants must apply by filling out the VA Form 22-5490 at www.vets.gov
     Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week

☐ VA Form 22-5495 (See pages 2 for instructions)

☐ Draft Candidate Plan of Study (CPS) signed by Academic Transfer Advising Center (See page 5 for instructions)

☐ FINAL STEP: Once you have collected all of the documents listed above, submit them to the VSO.

Graduate Students

☐ Proof of Eligibility Submit one of the following:
   - Certificate of Eligibility. COE’s can not be older than 6 months
   - First time VA education applicants must apply by filling out the VA Form 22-5490 at www.vets.gov
     Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week

☐ VA Form 22-5495 (See pages 2 for instructions)

☐ Draft Candidate Plan of Study (CPS) signed by your College Advisor (See page 6 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 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 complete a VA Form 22-5495

If you have not used the CH35 DEA 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 22-5495” appears)
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 22-5495**

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**

**Date of birth (Required)**

Month [ ] Day [ ] Year [ ]

**Gender**

- Female
- Male

**Social Security number (Required)**

[ ] I don’t have a Social Security number

[ ] Back [ ] 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!**

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

**Freshman/Sophomore only**

**Freshman**
(0-29 credit hours)

**Step 1:**
Get accepted to UHCL. Welcome Hawk!

**Step 2:**
Freshmen must register to attend Student Orientation and Registration (SOAR). Register through your E-Services account.

**Step 3:**
During SOAR, students will meet with their UAAC Advisor, register for classes and receive a signed draft degree plan.

*(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!

**Sophomore**
(30-59 credit hours)

**Step 1:**
Get accepted to UHCL. Welcome Hawk!

**Step 2:**
You must contact UAAC to schedule an appointment with your advisor to receive your signed draft degree plan. When making your appointment, notify them that you are a military connected student and will need a signed draft degree plan.

*(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!

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University Academic Advising Center
281-283-2087
advisingcenter@uhcl.edu
Bayou Building B1408
How to Obtain a *Draft* Candidate Plan of Study

**Junior/Senior only**

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
You will receive a communication from Academic Transfer Advising 5 days after you have been admitted and will be prompted to schedule an appointment for advising.

Step 3:
During your advising session, you can register for classes and will receive a signed draft degree plan.
*(Signed draft degree plans were 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 Building 1206
How to Obtain a Candidate Plan of Study

Graduate students only

Step 1:
Get accepted to UHCL. Welcome Hawk!

Step 2:
Contact your respective College and set up an appointment to meet with your Academic Advisor. When making your appointment, notify them that you are a military connected student and will need a signed degree plan.

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<th>Education</th>
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<td>281-283-3333</td>
<td>281-283-3711</td>
</tr>
</tbody>
</table>

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.