**Chapter 33 Post 9/11 GI Bill-Dependent’s Checklist**

**Complete EVERY semester.**

**Complete & submit a VA Federal Certification Request via the** [**MVP Forms Portal**](https://www.depts.ttu.edu/mvp/)**.**

**You will need to upload the following supporting documents to your VA Federal Certification Request by selecting “My Applications Tab” via the MVP Forms Portal:**

1. **Degree Plan**
	* From your [Raiderlink Portal](https://portal.texastech.edu/) access the DegreeWorks tab or go to [degreeworks.texastech.edu](https://degreeworks.texastech.edu/). Download a PDF of your degree plan to upload into your VA Certification Request from your MVP Forms Portal.
2. **Certificate of Eligibility (COE) for Chapter 33 Benefits**
* Upload a current copy (less than 6 months old) of your VA Certificate of Eligibility (COE) or Semester award letter from VA.gov in the [MVP Forms Portal](MVP%20Forms%20Portal) located at [mvp.ttu.edu](https://www.depts.ttu.edu/mvp/)

**OR**

* A copy of Statement of Benefits from [www.vets.gov](http://www.vets.gov)
1. **Submit in person or by email at** **sbs@ttu.edu** **a copy of CH 33 COE or VA Statement of Benefits Page and a Third-party Sponsor Agreement form to Student Business Services (SBS), West Hall-3rd Floor.**
	* Fill out a [Third-Party Sponsor Agreement](https://www.depts.ttu.edu/studentbusinessservices/FormRepository/SBSForms/ThirdPartyAgreement_general-Fillable.pdf)
	* Submit a less than 6-monthS-old copy of your Ch 33 COE
		1. Include your Full name and R# in your email to SBS.

If you need assistance obtaining your COE, please call VA education benefits (Monday – Friday, 8:00am -7:00pm ET) at (888) 442-4551 or visit [va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/).