**Chapter 33 Post 9/11 GI Bill-Veteran’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 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. **Military Transcripts**
	* Instructions on obtaining your Military Transcript:
		1. Army, Marine Corps, Navy and Coast Guard Navigate to [jst.doded.mil/jst](https://jst.doded.mil/jst/)
		2. Air Force and Space Force navigate to [www.airuniversity.af.edu](http://www.airuniversity.af.edu/)
	* Please upload an unofficial copy of your Military Transcript to MVP via the  [MVP Forms Portal](https://www.depts.ttu.edu/mvp/) at [mvp.ttu.edu](https://www.depts.ttu.edu/mvp/)
	* Pleasesubmit an official military transcript to the Transfer Evaluation Office (TEO) no later than your 2nd semester at TTU.  The Transfer Evaluation Office is in the Office of the Registrar, Room 121 West Hall.
3. **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 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. **DD214 or Member 4**
	* Upload a Legible Official Copy of DD214 See TVC link;
	[www.tvc.texas.gov](http://www.tvc.texas.gov)
		1. Upload a permissible and legible DD-214 (Member 4, Service 2, Veterans Administration 3, Dept. of Labor 5, State Dir. Of VA-6, Service 7, and Service 8)
		2. If you do not have an acceptable DD214: Order a copy from the National Archives
		[www.archives.gov/veterans/military-service-records](http://www.archives.gov/veterans/military-service-records)
2. **Submit in person or by email a copy of CH 33 COE or VA Statement of Benefits Page and a Third-party Sponsor Agreement form to Student Business Services (SBS), located at 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 COE to sbs@ttu.edu
		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/).