**Chapter 35 Survivors’ & Dependents’ Educational Assistance (DEA)**

**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](https://www.depts.ttu.edu/mvp/).
2. **Certificate of Eligibility (COE) for Chapter 35 Benefits**

* Upload a current copy (less than 36 months old) of your VA Certificate of Eligibility (COE) or Semester award letter from VA.gov via the MVP Forms Portal located at [mvp.ttu.edu](https://www.depts.ttu.edu/mvp/)
* The COE **MUST** have the student’s full name, type of benefit awarded and time remaining for use of said benefit.

1. **Submit a Military Payment Plan Request to Student Business Services (SBS), located at West Hall, Third Floor.**
   * Fill out a [Military Payment Plan Request](https://www.depts.ttu.edu/studentbusinessservices/FormRepository/SBSForms/sbs-military-payment-plan-enrollment-form.pdf) & submit it in person or via email to [sbs@ttu.edu](mailto:sbs@ttu.edu) – It is offered at no cost, extends the payment deadline by up to two months, allows us time to process your VA certification request, & ensures you do not get dropped from courses for non-payment.

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/).