

VA Student Information sheet

- ✓ All New VA printed applications are mailed to the VA Regional Office (VARO) in Muskogee, Oklahoma.
- ✓ If you paid \$1800 instead of \$1200 (the extra \$600) into the MGIB, bring in a copy of your contract and receipt for the paid amount or the LES' showing the \$600.
- ✓ If you have a 'kicker', in order to speed your payment up, bring us a copy of your kicker contract.
- ✓ Copies of all submitted documents are kept on file in Tech's MVP Dept. A 2nd copy is mailed to the VARO.
- ✓ It takes about 4-6 weeks to establish a new Chapter 30, 34/30, 32, or 35 file.
- ✓ It takes about 8 weeks to establish a Chapter 33, 1606, or 1607 file.
- ✓ Transfer students who already have an Education file with VA must complete a MVP Certification form and a *Request for Change of Program* form (22-1995= veterans for all chapters. Dependents under Ch. 33 TEB & Fry & Ch. 35 use 22-5495) to show VA the change. The forms will be electronically transmitted to Muskogee. It takes about 30 days to establish a transfer file.
- ✓ The VARO will mail a **Certificate of Eligibility (COE)** letter to all new and transfer students stating your major, school, and eligibility dates. Please bring us a copy of this Certificate & submit one to the SBSoffice each term..
- ✓ **Important Note: Chapter 33 students MUST submit their COE upon receipt & each semester thereafter!**
- ✓ **For Ch. 30 and 1606 remember to call into the VA at 1-888-442-4551 or log onto the VA website at: www.gibill.va.gov to verify your enrollment on the last day of each month or afterwards. VA will not pay you until you verify your enrollment each month.**
- ✓ Chapter 35 & 1607 students will be paid between the 1st and 5th of the month for the previous month. Chapter 33 students must be enrolled **OVER ½ time to receive a BAH.*** Payment is sent between 1st-5th each month. Those enrolled at only ¾ time, will receive their BAH at ¾ time for the % rate in which they are eligible.
- ✓ Chapter 30, 33, 35, 1606, & 1607 students can set up direct deposit on the original VA application or by calling the VARO at 1 877 828 2778 or the VARO main line at 1-888-442-4551.
- ✓ All students: Each **April and November**, immediately after each pre-registration, go to www.mvp.ttu.edu, click on the **MVP Forms** button to complete a new MVP Certification form if you are using Federal benefits.
- ✓ All Veterans: Submit a copy of your military transcripts no later than the start of your 2nd semester at TTU.
- ✓ **Remember that the VA only pays for courses that apply to your degree program. For this reason, you must contact the MVP Dept. after each registration. The MVP Department will check your classes to make sure you are in compliance with VA policy. It is your responsibility to verify classes apply to your degree plan.**
- ✓ Please report all add/drops, withdrawals, incomplete grades, repeated courses, correspondence or independent study courses, and major or address changes to the MVP Dept. anytime during the semester on **MVP Forms**.
- ✓ Anyone wishing to be removed from suspension must complete an extra VA form. Ask your MVP rep.
- ✓ New students other than Ch. 33 or 31 may request Advanced Pay if applying at least 8 weeks before the semester.
- ✓ There is a work-study program available at the VA clinic or center if you are enrolled in a VA program for at least a ¾ time rate. See your phone sheet for the proper contacts. At times, our office may have an opening, so ask!
- ✓ Contact Tech's MVP Department for information on tutoring or for any other education question.
- ✓ Persons seeking information on the Vocational Rehabilitation program (Chapter 31) must contact a Case Manager (In Lubbock, Trish Kristinek, Nancy Klemme or Karen Debbie Peralez –contact information is on the phone sheet).
 - Chapter 31 students will receive an instruction letter regarding their responsibilities upon initial contact with the office. Please contact us for a 2nd copy if needed. This info is also available on the MVP website.
- ✓ If you are having trouble reaching a VA phone rep in Muskogee on 1.888.442.4551, go to www.gibill.va.gov, click "Submit a Question" tab, and follow the prompts. VA will email you back when an answer is available (usually 3-7 days). You will log back onto the site to view your answer so remember to keep the password that you set up at the beginning.
- ✓ **Hazlewood Act: go to www.mvp.ttu.edu, click MVP FORMS to submit a new Hazlewood Initial Application then submit a Hazlewood Continuing Application each semester following registration & before last class day.**
- ✓ Visit our website at: www.mvp.ttu.edu. It includes links to campus, area & national resources, TVC, & VA.
- ✓ Remember to go to www.mvp.ttu.edu, click **MVP FORMS** to submit all paperwork to continue each April and November immediately following your set registration-completed registration with no expected changes.
- ✓ Have a great semester!

***Law chg effective starting 8-1-11: Break Pay is no longer payable under ANY chapter** (see www.gibill.va.gov for a full list)

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that Texas Tech collects about you. It also gives you the right to request a copy of that information and to have the University revise any information that is incorrect.

You may request to receive this information by contacting the office possessing such information. GI BILL is a registered trademark of the VA.

Ch. 30-MGIB; Ch. 33- Post 9/11; Ch. 1606-Reserve MGIB; Ch. 1607-REAP; Ch. 32 VEAP; Ch. 35 Dependents; Ch. 31 VA VocRehab

(Updated 1-22-18)