How to Use Your GI Bill Benefits at UNT (<u>New student</u> who has never used benefits)

Step 1:	Apply for the GI Bill® by submitting your application (**VA Form 22-1990**) for VA Education Benefits to the Muskogee Regional Processing Office (RPO). Hard-copies of VA Form 22-1990 can be mailed to the Muskogee RPO, however, to expedite the process **we highly recommend electronic submission of your application via the VA's web application:**
	
	 • **https://www.vets.gov/**
	 • Explore Benefits >> Education & Training >> Apply Now >> follow the on-screen instructions.
	   o Select **VA Form 22-1990** to apply for the GI Bill Education Benefits :
	     • Post 9/11-Chapter 33
	     • Montgomery GI Bill-Chapter 30 and Chapter 1606
	   o Scan and save the DD-Form 214 Member 4 (Chapter 30 & 33)
	   or DD Form 2384 (Chapter 1606) as a PDF to be attached to the VA Form 22-1990.
	
	 • **When filling out your application, we strongly advise that you sign up for direct deposit.** Electronic fund transfers (EFTs) are the quickest way to receive your book stipend and housing allowance payments. If you don't sign up for direct deposit you will receive paper checks in the mail.

Step 2:	After the VA receives your application they will review it and determine your eligibility for VA Educational benefits. **The VA will mail you a Certificate of Eligibility** detailing your eligibility (usually within 6-8 weeks) **which you will need to submit to our office.**
	 • **If you mail a hard-copy application for VA Educational benefits:**
	   o Make a copy of your application before mailing it to the VA. **We can use a copy of your application in lieu of you receiving your Certificate of Eligibility; however, we will require your Certificate of Eligibility at a later date.**
	 • **If you used www.vets.gov to electronically apply for VA Educational benefits:**
	   o **Print your confirmation page once you complete the application. We can use your confirmation number in lieu of you receiving your Certificate of Eligibility.**

Step 3:	**Apply for Admission to UNT at https://www.applytexas.org.**
Step 4:	**Submit official SAT/ACT test scores (if applicable) and official high school transcripts (if needed) to the UNT Admissions Office for evaluation.**
Step 5:	**Send an official copy of your military transcripts (AARTS, SMART, CCAF, CGI) to the UNT Admissions Office for evaluation.** See the Admission website for more information located at www.unt.edu. **The UNT Admissions office will mail you an Admissions Data Summary stating your acceptance status and notify you of your UNT EUID and password.**
Step 6:	**Register for Orientation. Log in at http://my.unt.edu with your EUID and password. Once logged in, click Student Center, then, Register for Orientation.**
Step 7:	**Attend Orientation.** You will get academic advising during Orientation and be eligible to register for classes during specific dates**.** To find out when you are eligible to register for classes, visit: • http://essc.unt.edu/registrar/schedule/scheduleclass.html
Step 8:	**Register for classes. Log in at http://my.unt.edu with your EUID and password. You will not be able to register for classes until you have met with your Academic Advisor and been given advising clearance.**
Step 9:	**After you've registered for classes you MUST meet with the UNT VA Certifying Official located in the Student Veteran Services - Benefits Office in Sage Hall, Suite 236 to complete the necessary paperwork to get you certified for your classes.**
Step 10:	**Obtain a VA Information packet from the VA Certifying Official. Read the packet, complete the acknowledgement page, and submit acknowledgement page to the VA Certifying Official.**

Step 11:	**Turn in all of the following forms/documentation to Student Veteran Services - Benefits Office and _meet with a VA Certifying Official to complete your enrollment certification_:**
	 1. **Certificate of Eligibility** (COE)
	  a. Or VA Form 22-1990 with confirmation number in lieu of receiving your COE
	  b. OR hard-copy of your mailed application in lieu of receiving your COE
	 2. **DD-214 Member 4 Copy (veteran only) or DD Form 2384 (Chapter 1606 only)**
	 3. **UNT Veterans Enrollment Form**
	 4. **UNT Veterans Information Packet- acknowledgement page.**