



# How to Apply for GI Bill Benefits

## Step 1: Apply Via VONAPP

- ✓ Go to [www.gibill.va.gov](http://www.gibill.va.gov) and click on "Apply for Benefits". Click on "Launch VONAPP and Apply for Benefits". Then click on "Apply for Veterans Benefits Online (VONAPP)." This will open the VONAPP application.
- ✓ Create an account by clicking "I am a new VONAPP user" and filling out the standard personal identifying information.
- ✓ Login to the VONAPP and fill out the VA Form 22-1990 (for Soldiers) or 22-1990e (for Dependents).
  - On the application, ensure that you elect the GI bill you are eligible for and want to use.
  - Upload supporting documents during the application
    - 1606 Reserve Montgomery GI Bill - your NOBE (Notice of Basic Eligibility) available from State GI Bill Manager or iPERMS
    - For 1607 (REAP), Ch. 30 (Active Duty) or Ch. 33 (Post 9/11) - Submit your DD 214's for Qualifying Active Duty Periods or Orders for current Qualifying Active Duty Periods
    - For Ch. 30 - Submit your DD 2366
    - For a Plus-Up and/or Buy-Up option - Submit your DD 2366-1
    - For GI Bill Kicker - Submit your Kicker contract

## Step 2: Register for Classes and Track Application Progress

- ✓ Register for classes as soon as your school's registration period opens
- ✓ Schedule an appointment with your school's VA representative who handles GI Bill Processing. (Note: this is a school employee; they do not work for the VA; they typically work in the financial aid or admissions office)
  - The school's VA Rep MUST certify your attendance using a VA form 1999 and the VA Once system. This tells the VA how many hours you are taking and the cost of tuition & fees and reports your rate of pursuit (1/2 time, 3/4 time, full time, based on academic discipline of degree program)
  - If a payment is due before you receive your Letter of Eligibility from the VA, your VA Rep may be able to place your school account on hold to wait for payment from VA.

- On average, the turnaround time from application to receipt of Letter of Eligibility is 6 to 8 weeks for first-time applicants.
- You can call (888) 442-4551 to check the status of an application. The shortest wait time for a representative is at 0830 EST.
- ✓ When you receive your Letter of Eligibility from the VA, submit a copy to your VA Rep.

### **Step 3: Verifying Attendance**

- ✓ EVERY MONTH while you are in school, you must verify with the VA that you are still in fact taking courses to receive your next monthly deposit.
- ✓ This step is not required for Post 9/11\*
- ✓ You can do this two ways:
  - Call 1-877-823-2378
  - Go online at <http://www.gibill.va.gov/wave> and verify attendance through the Web Automated Verification of Enrollment (WAVE)

### **Step 4: Next Semester**

- ✓ Do not resubmit the VONAPP unless you are changing schools or degree plans!
  - If you have changed either of these, use the form 22-1995 in VONAPP
- ✓ As soon as registration for the next term opens, register for classes early and have the school submit the 1999 in VA Once early to keep those payments coming in

### **For More Information:**

- ❖ Visit [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)
- ❖ Contact your State Education Office at 512-782-5515
  - ◆ [www.txarng.com/education](http://www.txarng.com/education)
  - ◆ <https://www.facebook.com/TexasArmyNationalGuardEducation>
- ❖ Visit [www.nationalguard.com/education](http://www.nationalguard.com/education)

