

# Lake Superior State University

650 W. Easterday Ave. \* Sault Ste. Marie, MI 49783 \* 906-632-6841

## Veterans and Dependents Check List of Things to Do

[www.lssu.edu/registrar/va](http://www.lssu.edu/registrar/va)

Items with a box are chapter specific, items with a circle must be completed by all veterans

- Chapter 30, 1606/1607 activate GI Bill Educational Benefits.** with the Department of Veteran's Affairs Online Application at <http://vabenefits.vba.va.gov/vonapp>.
- Chapter 30, 1606/1607 Mail signature page** from the above online Application. It is essential that the signature page from the finished application is mailed to: VA Regional Office, PO Box 66830, St. Louis MO 63166-6830
- Chapter 31 VA Vocational Rehabilitation** – contact Vocational Rehabilitation & Counseling, 1-989-953-7160.
- Chapter 35 Survivors & Dependents Educational Assistance** – Obtain a paper form 22-5490 or apply at <http://www.vba.va.gov/bln/dependents/child>.
- Chapter 1606/1607 - Receive Notice of Basic Eligibility (NOBE)** from Commanding Officer or Designee.
- Officially admit** into a degree program at Lake Superior State University. For links to military records request information, e.g. military transcripts, visit [www.lssu.edu/registrar/va](http://www.lssu.edu/registrar/va).
- Sign up for an Orientation Session** at [www.lssu.edu/orientation](http://www.lssu.edu/orientation).
- Meet with Academic Advisor** associated with your degree.
- Obtain a **degree audit sheet** from Academic Advisor. This degree audit sheet must be submitted to LSSU's VA Certifying Official.
- Schedule classes and complete "Course Certification Request for VA Educational Benefits"**.
- Submit the Certification Request form and degree audit sheet** to LSSU's VA Certifying Official. **Note:** The Certification Request form must be completed immediately after scheduling classes each semester to ensure that benefits are not interrupted.
- Chapter 1060/1607 National Guard:** Complete 'FTA - Federal Tuition Assistance Program Application'. This application must be completed and submitted each term prior to classes beginning.
- Chapter 35:** Complete the 'Children of Veterans Tuition Application' at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).
- Research** all other scholarship opportunities. Start at LSSU's Veteran's webpage at [www.lssu.edu/registrar/va](http://www.lssu.edu/registrar/va).

### Special Notes:

- When the VA Certifying Official certifies your classes with the VA, a registration hold will be placed on your account. This will assist you in remembering to notify the VA Certifying Official when changing your schedule. Simply email the VA Official or stop at the Student Service Counter, located in the Fletcher Center for Student Services. The hold will be moved to allow changes. Once finished with your changes, you must notify the VA Certifying Official.
- **Chapter 30 & 1606/1607 Students:** Once classes begin you must confirm enrollment with the VA on/or after the last day of each month. Go online to 'WAVE' at <https://www.gibill.va.gov>. Look under "Info. For benefit recipients," select WAVE.
- **Chapter 30 & 1606/1607 Students:** The Veteran's Educational Benefit is paid directly to the student not to the University. The pay is one month in arrears. This means that you must attend classes for one month, certify as stated above, and you will be paid two weeks later. You will want to ensure that measures are taken to cover your semester charges with Lake Superior State University.
- If you change your program, **Chapter 30, 1606/1607** - complete a 22-1995 Change of Placement Change of Program, **Chapter 31** – complete a 28-0175 Change in Enrollment and **Chapter 35** – complete a 22-5495 Change of Program or Place of Training.
- If you stop attending class or classes for any reason, you must notify LSSU's VA Certifying Official.

## Information about VA Benefits

**You will need to apply and be accepted for Admission to Lake Superior State University.** Please complete an Application for Admission and submit the application fee. You will need to submit all necessary transcripts/paperwork to the Admissions Office. For information about applying to LSSU and/or your admissions status, please call the Admissions Office at 1-888-800-LSSU, ext. 2231 or 906-635-2231. You will need to be accepted for Admission in a degree program to apply for VA benefits.

### Complete Application for Education Benefits:

**Apply online at <http://vabenefits.vba.va.gov/vonapp/main.asp>. \*\*Ensure that a signature page is printed, the original mailed to the VA Regional Office, PO Box 66830, St. Louis, MO 63166-6830 and a copy submitted to LSSU's VA Certifying Official\*\*.** If computer access is not available, a paper Form 22-1990 – Application for Education Benefits may be obtained at the LSSU Student Service Counter located in the Fletcher Building for Student Services. The above is applicable to: Chapters 30 and 32, title 38, U.S.C., Section 903, Public Law 96-342, Chapter 1606, title 10, U.S.C. Chapter 1607 – REAP. Applicants on active duty will need Part II completed by their Education Services Officer and their Commanding Officer.

Submit supplementary documentation in support of the claim to establish the date of eligibility or to reestablish eligibility. Reservists – DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE), is provided to eligible reservists by his/her National Guard or Reserve component.

Form 28-1900 – Disabled Veterans Application For Vocational Rehabilitation (Chapter 31, title 38, U.S.C). For more information about Vocational Rehabilitation benefits, please contact Vocational Rehabilitation & Counseling, 1-989-953-7160.

Form 22-5490 – Application for Survivors' and Dependents' educational Assistance (Chapter 35).

**\*Once the paperwork has been submitted to the VA, it takes approximately 6 to 8 weeks to process.\*** Students will be sent an Award Letter when payment for educational benefits is authorized. Only one copy of this award letter will be issued and will state: 1) Notification that his/her enrollment has been processed for a specific period. The inclusive dates for which payment will be issued will be shown. 2) The monthly rate of payment the student can expect to receive. 3) The students' original net entitlement. 4) Delimiting date– expiration date of benefits. 5) The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. 6) Information regarding appeal procedures.

### VA Educational Benefits Course Certification Request:

After you have been accepted for Admission, completed the necessary VA paperwork; met with your academic advisor (ensure that you ask your advisor for a copy of a degree audit pertaining to your degree); and have scheduled your courses, complete a VA Educational Benefits Course Certification Request and give it to **Luanne Webb, VA Certifying Official, at the Fletcher Center for Student Services, Student Service Counter at LSSU**. A copy of your degree audit is required to be on file with the VA Certifying Official before a certification can be completed. All of the scheduled courses must count towards your degree to be certifiable. Once the certification is complete with the Veteran's Affairs office, a registration hold will be placed on your records to ensure notification to the VA Certifying Official of any changes to your enrollment.

### Confirming Enrollment:

Once classes have started, Chapter 30 Active Duty and/or 1606 Selected Reserves must confirm enrollment on/or after the last day of each month. You can confirm enrollment by going online at **WAVE** <https://www.gibill.va.gov/wave/>.

### Changing your Major/Minor:

If you change your major, minor, or concentration, please contact Luanne. You may need to complete Form 22-1995 – Request for Change of Program or Place of Training; or Form 22-5495 – Request for Change of Program Or Place of Training for Survivors' and Dependents' Education Assistance.

### Questions:

For additional information, certification forms, and VA website links visit LSSU's Veterans Webpage at [www.lssu.edu/registrar/va](http://www.lssu.edu/registrar/va) or call Veteran's Affairs at 1-888-442-4551.

**Course Certification Request for VA Educational Benefits**

Name: \_\_\_\_\_ ID # \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_@lssu.edu\*  
\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is above address:  Permanent;  Local

\*LSSU Policy instructs that we only communicate to student's using their MyLSSU email.

**VA INFORMATION:**

Chapter: \_\_\_\_\_ VA File Number or Social Security Number: \_\_\_\_\_

**COURSE INFORMATION:**

Please ensure you have turned in a degree audit for the below Major/Minor to Luanne Webb, VA Certifying Official.

Major\*: \_\_\_\_\_ Concentration \_\_\_\_\_

Minor(s): \_\_\_\_\_

\*If the above is a new major you must request a "Request for Change of Program or Place of Training" form – Contact Luanne Webb, VA Certifying Official, LSSU.

**Please indicate which semester you are requesting certification for this academic year:**

Fall  Spring  Summer

**Please certify the following courses which are required for my major and/or minor:**

Course Number	Course Title	Cr. Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If necessary, continue on reverse.

Total: \_\_\_\_\_

**I understand that if these courses are not required for my declared major and/or minor they are not certifiable for VA Educational Benefits. I also understand that I am responsible to ensure that if I stop attending class(es) for any reason, I will immediately contact Luanne Webb at the below address/email.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed form to:** Lake Superior State University  
Fletcher Center for Student Services  
Attn: Luanne Webb, Manager, Student Service Counter  
650 W. Easterday Ave.  
Sault Ste Marie, MI 49783  
FAX: 906-635-6669  
lwebb@lssu.edu