

Lake Superior State University
650 W. Easterday Ave. * Sault Ste. Marie, MI 49783
Check List of Things to Do for Veterans & Dependents of Veterans
www.lssu.edu/registrar/va

Items with a box (☐) are chapter specific; items with a circle (○) must be completed by all veterans

- ☐ **Chapter 30, 33, 1606/1607** New students must activate their GI Bill Educational Benefits or Transfer students must complete a 22-1995 Change of Placement/Change of Program with the Department of Veteran's Affairs Online Application at <http://vabenefits.vba.va.gov/vonapp/main.asp>.
- ☐ **Chapter 31 VA Vocational Rehabilitation** – contact Vocational Rehabilitation & Counseling, 1-989-953-7160.
- ☐ **US Coast Guard** – Contact your ESO for additional information.
- ☐ **Chapter 35 Survivors & Dependents Educational Assistance** – Obtain a paper form 22-5490 or apply at <http://www.vba.va.gov/bln/dependents/child>. Transfer students must obtain a 22-5495 Change of Placement/Change of Program Form.
- ☐ **Official Chapter 33 (Post-9/11 GI Bill)** – Certificate of Eligibility from the Dept. of Veterans Affairs must be submitted to LSSU's VA Certifying Official.
- ☐ **Chapter 1606/1607 - Receive Notice of Basic Eligibility (NOBE)** from Commanding Officer or Designee must be submitted to LSSU's VA Certifying Official.
- **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.
- **Sign up for an Orientation Session** at 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 1606/1607 National Guard:** Complete 'FTA - Federal Tuition Assistance Program Application'. This application must be completed and submitted each term prior to classes beginning. A copy of the signed applications must be submitted to LSSU's Business Operations.
- ☐ **Chapter 35:** Complete the 'Children of Veterans Tuition Application' at www.michigan.gov/mistudentaid.
- **Research** all other scholarship opportunities. Start at LSSU's Veteran's webpage at 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 Registrar's Office, 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 33 Students:** Tuition & Fees are paid directly to LSSU. All other benefits, e.g. housing & books are paid directly to the student.
- **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, 33, 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(es) 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>. This is applicable to: Chapters 30, 32, & 33 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. Post-9/11 (Chapter 33) students must submit a copy of their Certificate of Eligibility.

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, (906)779-3984.

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, Registrar's Office 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, 1606/1607 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 or call Veteran's Affairs at 1-888-442-4551.

Course Certification Request for VA Educational Benefits

Are you currently in overpayment with the Department of Veteran's Affairs? Yes or No

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: _____ Ch 33 Benefit Transfer? Yes or No VA File #: _____

(Certificate of Eligibility required for Chapter 33 Post-911 Education Benefit)

U.S. Coast Guard Dependent of U.S. Coast Guard Member GoArmyED MI National Guard

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, Assistant Registrar, 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:

CRN e.g. 10005	COURSE CODE e.g. ACTG 332-001	# OF CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 am responsible to ensure that if I stop attending class(es) for any reason, I will immediately contact the VA Certifying Official at LSSU using the below address/email. I understand that once I am certified a hold will be placed on my schedule to prevent any changes unless I contact the VA Certifying Official by email, telephone, or in person at the Registrar's Office. This hold expires prior to scheduling for the next semester. Upon scheduling for the next semester, I will ensure that I re-certify with the VA Certifying Official.

Signature: _____ Date: _____

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