



Veteran GI Bill Certification Checklist

Welcome to College of the Mainland (COM) and the Office for Veteran's Success. The Office for Veterans Success provides assistance and guidance in obtaining VA and TVC Educational Benefits. The office is open Monday and Tuesday from 8am-7pm and Wednesday through Friday from 8am-5pm. The checklist will assist you with the process of applying to COM and VA Educational Benefits.

Follow the sequence of numbers to avoid delays:

#1 Complete application for college admission at: www.applytexas.org. (Select 2-year College) **YOU MUST ENSURE THAT ALL ENROLLMENT REQUIREMENTS TO THE COLLEGE ARE MET, AS THIS WILL KEEP YOU FROM CLASS REGISTRATION.**

#2 Request **all Official Transcripts** from **ALL prior school attended** (e.g. high school, college, university, trade schools, or schools that you enrolled for courses but did not complete). Official transcripts must be sent directly to COM's Admission's Office. Failure will hinder your registration. Include UNOFFICIAL copies with your Request for Certification Packet. **Failure to submit transcripts by the 2nd semester will result in NO CERTIFICATION.**

#3 Apply for VA educational benefits at: www.Vets.gov or www.ebenefits.va.gov . Print the page with the confirmation number and include with the Request for Certification Packet.

- **Chapter 30** – Montgomery Bill (Active Duty, Discharged/Retired) **Must complete VA Form 22-1990-never used or 22-1995-used educational benefits.**
- **Chapter 31** – Vocational Rehabilitation, (Must apply through the VA) **Must provide VA Form 28-0957- Vocational Rehabilitation Guidelines and Debt Prevention. (Contact Houston Regional Office at 713-383-1985) Note: Course of study on VA Form 28-0957 provided by Voc. Rehab Counselor must match your degree plan on file in the Office for Veteran's Success. Attach form to Request for Certification Packet.**
- **Chapter 33** - Post 911 (Active Duty, Discharged/Retired) Must complete VA Form 22-199-never used or 22-1995-used educational benefits. Print out confirmation page and attach to package.
- **Chapter 35** – Survivors and Dependents Educational Benefits (Service Member must be 100% permanently and totally disabled or deceased from a service connected event). **Must complete VA Form 22-5490-never used or 22-5495-used educational benefits. Marriage license and/or birth/death certificate to show relationship to Veteran.**
- **Chapter 1606/1607 (REAP)** – Montgomery Bill (Selected Reserves) **Must provide VA Form Dd-2284, Notice of Basic Eligibility (NOBE) from Unit Commander. These Chapters require enrollment verification monthly by going to VA Website: www.gibill.va.gov/resources/verify attendance.**

***Note:** Transfer of Benefits to a family member MUST fill out VA Form 22-1990E.



#4 VETERANS ONLY: Request military transcript at <https://jst.doded.mil> Print copy of transcript and include with Request for Certification Packet. Ensure to have official copy of military transcript sent electronically to College of the Mainland.

#5 Establish an account with **E-Benefits** at (www.ebenefits.va.gov/ebenefits/homepage), if not already established.

#6 Attach a copy of your DD-214 with packet (member's copy 4). **Veterans must submit a copy of DD-214 to the Admission's Office.**

#7 Attach a copy of your Certificate of Eligibility (recent & updated copy within the last 6 months if available). If not available, print form which notes the number of months you are entitled and/or remaining from your E-Benefits account.

#8 Testing: Texas Success Initiative (TSI) is to assess basic skills, visit www.com.edu/testingcenter.tis-assessment.php to assess if you will require enrollment into a developmental class. Veterans are TSI exempt and are not required to take the test, but are encouraged to do so, if you feel that you are not as proficient as you would like to be in Math, Reading or Writing. All non-Veterans must take TSI and include a copy of scores in packet.

#9 Apply for Financial Aid FAFSA, on-line at (www.fafsa.gov), school code is 007096. Applying may provide additional funding. **(This is optional)**

#10 *First time college and transfer students new to COM* must take the **NEW STUDENT ORIENTATION before registering for classes.**

#11 Meet with Veteran's Academic Advisor (*Joel Camacho*), to develop a Degree or Certificate Plan and establish educational goals. You will be provided with a copy of your chosen degree/certificate plan, and include in packet.

#12 Complete registration in the Student Planner. (*Assistance provided if required*).

#13 Print copy of your Registration Fee Statement, (not class schedule), located on the Web Advisor and include in packet.

#14 Return **fully completed packet to include all requested documents** to Office for Veteran's Success. **Incomplete packets will not be accepted.**

Veteran Officer/ Certifying Official:	Academic Advisor/ Certifying Official:	OVS Office Assistant:	OVS Work Study:	VA Regional Office:
Detra Levige 409-933-8247 dlevige@com.edu	Joel Camacho 409-933-8275 jcamacho5@com.edu	Jeana Pappas 409-933-8455 jpappas@com.edu	Luis Gomez 409-933-8455 lgomez8@com.edu	Muskogee, OK Education Section 1-888-442-4551 www.gibill.va.gov

All Complete Request for Certification, Application Packets and documents must be sent to comvets@com.edu for processing (requests sent to individual's emails will be rejected)