



## Veteran GI Bill Certification Checklist Returning Student

The checklist will assist you with the process of Re-certifying VA Educational Benefits at COM. Follow the sequence of numbers to avoid delays:

- #1. Complete the Request for Certification (must complete fully-leaving no blanks).
- #2. Complete the Veterans Responsibilities Form (must complete fully-leaving no blanks).
- #3. Make sure 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. Transcripts not received by the end of your second semester will hinder your certification. **Failure to submit transcripts by the 2nd semester will result in NO CERTIFICATION.**

### Note: Chapter 33 (Post- 911) Recipients:

You must printout and attached a copy of your most recent Certificate of Eligibility Letter verifying the number of eligibility months you have remaining. Or log into [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and printout the months of eligibility remaining.

**Note: Chapter 31 – Vocational Rehabilitation, Recipients:** You must provide your Voc. Rehab. Counselor a transcript of your grades at the end of each semester. It is your responsibility to ensure your information is up to date with your Voc. Rehab Counselor, and that they submit it in the online processing system (Tungsten). Failure to do so, will delay processing of your benefits. **(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.*

### CHANGES IN DEGREE PLANS OR CERTIFICATE PROGRAMS

- #4. If changes are needed or if you are already made changes to your Degree Plan or Certificates Programs with another advisor, you need to schedule a meeting with the Veteran's Academic Advisor (Joel Camacho). You will be provided with an updated copy of your chosen degree/certificate plan to include with this packet. Degree Plans must match what's on file in your in your OVS official records.
- #5. **Complete your registration in the Student Planner.** (Assistance provided if required-contact Joel).
- #6. Print copy of your **Fee and Registration Statement**, (not class schedule), located on the Web Advisor under the Registration Bar. Include a copy with this packet.
- #7. **Return fully completed packet include all requested documents to [COMVETS@COM.EDU](mailto:COMVETS@COM.EDU).** **Please direct all general questions to this email address. Incomplete documents will not be accepted.**

<u>Veteran Officer/ Certifying Official:</u>	<u>Academic Advisor/ Certifying Official:</u>	<u>OVS Office Assistant:</u>	<u>OVS Work Study:</u>	<u>VA Regional Office:</u>
Detra Levice 409-933-8247 <a href="mailto:dlevice@com.edu">dlevice@com.edu</a>	Joel Camacho 409-933-8275 <a href="mailto:jcamacho5@com.edu">jcamacho5@com.edu</a>	Jeana Pappas 409-933-8455 <a href="mailto:jpappas@com.edu">jpappas@com.edu</a>	Luis Gomez 409-933-8455 <a href="mailto:lgomez8@com.edu">lgomez8@com.edu</a>	Muskogee, OK Education Section 1-888-442-4551 <a href="http://www.gibill.va.gov">www.gibill.va.gov</a>

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