

Introduction to VA Educational Benefits at Southwestern University

Welcome to Southwestern University! We're excited to have you aboard and look forward to assisting you in the process of utilizing your VA educational benefits. We require several documents from you before we may certify your benefits. Refer to this checklist to ensure you've turned in all necessary documents.

Complete these enclosed documents and return to the SU Center for Academic Success & Records:

- VA Benefits Student Information Form
- Request to Participate in the Yellow Ribbon Program Form

Submit the following required documents to the SU Center for Academic Success and Records. Note that different documents are required for Veterans and Dependents of Veterans.

- Certificate of Eligibility for veteran** (CH 33, CH 35): Apply online at the VA website to begin using your educational benefits. <http://www.benefits.va.gov/gibill/apply.asp>. You may also request it by calling 1-888-442-4551. Keep a copy for yourself, and send a copy to SU.
- Certificate of Eligibility for dependent:** Please visit the following website for information on the transfer process http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html. Dependents will need to complete form [22-5490](#). The form may be completed online, or printed and mailed to the VA Regional Office. Keep a copy of your certificate of eligibility for yourself, and send a copy to SU.
- DD 214-Member 4 copy (Veteran):** You may request the form online at <http://www.archives.gov/veterans/military-service-records/>.
- Official Copy of Military Transcript (Veteran):**
Air Force: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
Army, Navy, Marines, Coast Guard: <https://jst.doded.mil/smart/dodMandatoryBanner.do>
- Official Copy of Transcript from any transfer institution:** Submit copies of transcripts from EVERY college or university you have attended to SU. If the transcripts have been sent to the Admission Office, we will obtain the copy for you.
- VA Form 22-1995 or 5495 Change of Program or Place of Training:** If you used your educational benefits at another college or university, you must complete this form to authorize SU to certify your benefits. Can be found online at http://www.va.gov/vaforms/search_action.asp -- please type in the form number (either 22-1995 or 22-5495) at the bottom of the page in the "search" space.

VA regulations require that ALL documentation MUST be submitted prior to certifying educational benefits.

Additional information regarding VA educational benefits may be found on the VA website:

<http://www.benefits.va.gov/gibill/> If you have further questions, please feel free to contact our office.

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