



# SOUTHWESTERN UNIVERSITY

Welcome to Southwestern University! We are excited to have you aboard and look forward to assisting you in the process of utilizing your VA education benefits. We require several documents from you before we may certify your benefits. VA regulations require that ALL documentation MUST be submitted prior to certifying education benefits. Links to the applicable VA documents online are provided below. Refer to this checklist to ensure you have turned in all necessary documents.

Complete and return the following required documents to the Southwestern University VA Certifying Official. Note that different documents are required for Veterans and Dependents of veterans:

- VA Benefits Student Information Form:** This form is required for all Veteran and Dependent students.
- Request to Participate in the Yellow Ribbon Program (CH 33/Post 9-11 GI Bill®):** This form is required for Yellow Ribbon eligible veterans and dependents.
- Certificate of Eligibility for Veteran (CH 33/Post 9-11, CH 35/Dependent's Assistance):** Apply online to begin using your education benefits. You may also apply by phone at (888)442-4551. The application process will generate a certificate of eligibility. Keep a copy for yourself, and send a copy to SU. *Please note: eligibility information is also available in your EBenefits portal.*
- Certificate of Eligibility for Dependent (CH 33/Post 9-11, CH 35/Dependent's Assistance):** Information on the transfer of benefits process is available online. Form 22-5490 can also be printed and mailed to the VA Regional Office. After the benefits have been transferred, you must then apply online to use them. The application process will generate a certificate of eligibility. Keep a copy of your certificate of eligibility for yourself, and send a copy to SU. *Please note: eligibility information is also available in your EBenefits portal.*
- Forms 28-1905 (CH 31/Vocational Rehabilitation):** Please request that your case manager email two copies of the 28-1905. One copy should list Southwestern University as the vendor, with the following address: *Southwestern University, 1001 E. University Ave, Georgetown, TX 78626*. The other copy should list the campus bookstore as the vendor, with the following address: *Follett Bookstore #1254, 3 Westbrook Corporate Ctr, Suite 200, West Chester, IL 60154*.
- DD 214 Member 4 copy (Veteran):** This form is required for all chapters (CH 30, 31, and 33). If you have multiple DD 214's, please submit copies of each form. If you do not already have a copy, you may request the form from the National Archives.
- Official Copy of Military Transcript (Veteran):** *Air Force* - Request your CCAF transcript. *Army, Navy, Marines, Coast Guard* - Request your JST transcript.
- Official Copy of Transcript from any transfer institution:** These are required for all Veteran and Dependent students. Submit copies of transcripts from every college or university you have previously attended. If the transcripts were sent to the Admission Office, we will obtain a copy.
- VA Form 22-1995/22-5495 Change of Program or Place of Training (CH 33/Post 9-11, CH 35/Dependent's Assistance):** If you used education benefits at another college, you must notify the VA you are changing schools. Submit update online: Apply for Benefits, navigate to "Find Your Education Benefits form", and then follow the prompts to update your educational program. You may also print, complete form number 22-1995 (veterans) or 22-5495 (dependents), and mail the form to the VA Regional Office.

**Nadia Mahannah**  
**Associate Registrar & VA School Certifying Official**  
**Office of the Registrar, Prothro Bldg, Rm 100**  
***mahannah@southwestern.edu***  
**phone (512) 863-1952 and fax (512) 863-1685**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.