



Chapter 30/31/33T/1606/1607 Checklist

- ☐ Complete Online Application at <https://www.va.gov/> . Click on “Apply for Education Benefits” in the lower left quadrant, answer the questions posed and fill out each field; print confirmation page.
 - ☐ ***If Chapter 31:*** Upon approval, you must meet with your Vocational Rehabilitation and Employment (VR&E) counselor (usually Mr. Bradley Brown Bradley.brown@va.gov or Ms. Nicole Steltenkamp Nicole.Steltenkamp@va.gov , who will then send a VA Form 28-1905 (authorization voucher) to the Veterans Affairs office. Without a valid 1905, we can’t certify your enrollment to the VA.
 - ☐ ***If you are an Undergraduate student and don’t know what to major in:*** Create an account and complete Focus2 Career Planning Survey (All 5 self-assessments: Work Interest, Personality, Leisure, Values, and Skills) at www.etsu.edu/careers . You must be admitted to ETSU and have an E-number to do this. Make sure you choose “Veteran Affairs” as the reason you are completing the survey. After all five are completed, choose the Combine Assessments, print it out for your own reference, and submit via e-mail to the Veteran Affairs office at va@etsu.edu .
 - ☐ Receive Certificate of Eligibility (COE) from VA in the mail (up to 4-6 weeks after submitting application).
 - ☐ Request military transcripts—required by VA within 2 semesters
 - ☐ Army, Navy, Coast Guard and Marines: Joint Services Transcript at <https://jst.doded.mil/smart/signIn.do>
 - ☐ Air Force: CCAF at <http://www.au.af.mil/au/barnes/ccaf/faq.asp>
- Send to: ETSU Office of Admissions of Graduate School(s) if applicable
- ☐ ***If you are classified by Admissions as out-of-state for tuition purposes,*** you may be eligible for in-state rates if:
 - a) You are using any Chapter of the GI Bill ® AND are living in the state of Tennessee while attending ETSU (Public Chapter 31); or
 - b) You separated from active duty service within the last three years.
 - ☐ ****Attend ETSU Orientation and bring COPIES of the following with you:***
 - ☐ VA Certificate of Eligibility (COE) or printed confirmation page if no COE received
 - ☐ Focus 2 Combined Assessment results (if Undeclared Major Undergraduate student)
 - ☐ Member 4 DD-214

**If you are a Graduate student or exempted from Orientation, please visit our office with these forms.*



- ☐ At Orientation, our staff will help you complete:
 - ☐ ETSU Veterans Affairs Certificate of Understanding (COU)
 - ☐ ETSU Veterans MARC Access Agreement if taking classes on campus
 - ☐ VA certification to begin processing benefits
 - ☐ Tuition and Fee Deferment Request
 - ☐ If a Chapter 31: We will also give you a copy of your VA Form 28-1905 to purchase books and supplies, if we have received the form from your VR&E counselor; this form will also be used to invoice the VA for your tuition and fees
- ☐ **EACH SEMESTER**: After you register for courses, you must request VA certification of your enrollment to receive benefits.
 - ☐ Request your academic advisor complete and sign an Advisor Worksheet with recommended and approved courses for GI Bill certification; register for some or all of those classes. You do not require an Advisor Worksheet if you are a graduate student, are attending Quillen or Gatton, or are a Nursing Major.
 - ☐ Submit a copy of your Concise Student Schedule with the worksheet in-person at our office. We will submit your VA certification for benefits at that time, if all requirements have been met. We will also process a Tuition and Fee Deferment Request with you.
 - ☐ Quickly inform us if you change your courses and obtain an advisor's signature for any added courses.

Final points: This process might seem long and complicated, but rest assured it will become simpler after your first semester. It is important to accomplish all requested actions as soon as possible each term, as it may take the VA longer than 30 days to process your enrollment certification and begin making payments. Although we offer a tuition and fee deferment to GI Bill recipients, you should not initially rely upon VA payments for required living expenses. If other financial aid posts to your student account prior to VA payments, that financial aid may not be disbursed to you if outstanding charges are present at that time.

Questions? Please call us at 423-439-6819 or e-mail va@etsu.edu

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Office of Veterans Affairs
Burgin Dossett Hall, Room 101A
8:00 am – 4:30 pm Mon-Fri

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