

CH 35 – NEW APPLICANT NEVER APPLIED or RECEIVED BENEFITS:

- VA Form 22-5490 available on [Vets.gov](https://www.va.gov) (**print online confirmation pg.**)
- Copy of Degreeworks ([JAGNET](#))
- Major with admissions must match degree plan
- Copies of transcripts from all institutions previously attended
- Letter From VA Stating Veteran is 100% Disabled and Unemployable*
- Students Birth Certificate (biological child) or Parents Marriage License & Student’s Birth Certificate (step-child)*
- Spouse=Marriage License (if Veteran is deceased need death certificate)*
- Submit a copy of your Certificate of Eligibility Letter as soon as you receive it from VA
- Student Financial Services/VA Educational Benefits Form

CH 35 – CHANGE OF PROGRAM:

- Update major with Admissions
- Copy of Degreeworks ([JAGNET](#))

CH 35 – TRANSFERRING FROM ANOTHER INSTITUTION or RETURNING STUDENTS AFTER 2+ YRS:

- VA Form 22-5495 available on [Vets.gov](https://www.va.gov) (**print online confirmation pg.**)
- Copy of Degreeworks ([JAGNET](#))
- Major with Admissions must match degree plan
- Copies of transcripts from all institutions previously attended
- Letter From VA Stating Veteran is 100% Disabled and Unemployable*
- Students Birth Certificate (biological child) or Parents Marriage License & Student’s Birth Certificate (step-child)*
- Spouse=Marriage License (if Veteran is deceased need death certificate)*
- Certificate of Eligibility
- Student Financial Services/ VA Educational Benefits Form

***If student has Certificate of Eligibility then these documents are not required**

All paperwork must be submitted in order to process certification (22-1999). Incomplete files will delay processing/benefits. Updates available via [JAGNET](#). Please allow 2-4 weeks for VA to process your application/benefits.