



**Veterans' Educational Benefits Request Form**

UREG (Office of the University Registrar)  
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Charlottesville, VA 22904-4203  
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*All students must submit a new request form for each term they intend to utilize veterans' educational benefits.*

**Student Information**

**To prevent any delay in payment or communication from the Department of Veterans Affairs, please ensure your mailing address in SIS is correct.**

VA File Number: \_\_\_\_\_ Payee Number (Ch. 35 only): \_\_\_\_\_  
Student ID: \_\_\_\_\_ UVA Email: \_\_\_\_\_  
Name (Last, First, MI): \_\_\_\_\_  
School Choose an item. \_\_\_\_\_ Major: \_\_\_\_\_

Term Requested: \_\_\_\_\_ Will you graduate this term?  Yes  No  
Status (Select One) Location (Select One) Are you a visiting student?  
 Undergraduate  Charlottesville  Yes  No  
 Graduate  Northern VA If yes, submit your parent school letter.  
 Certificate  Hampton Roads Do you plan to use the Choice Act?  
 Yes  No

**Benefit Information**

Select your current military status:  Active Duty  Veteran  National Guard/Reservist  Dependent

Have you used educational benefits at UVA before?  Yes  No (If no, submit a Certificate of Eligibility.)

Have you used educational benefits at another institution?  Yes  No  
If yes, submit a Certificate of Eligibility and a Change of Program or Place of Training (VA Form 22-1995).

Select the educational assistance programs you intend to use:

- Chapter 33 (Post 9/11 GI Bill)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 1606 (Montgomery GI Reserve)
- Chapter 31 (REAP)
- Chapter 35 (Survivors' and Dependents/DEA)
- Chapter 30 (Montgomery GI Bill)
- Chapter 1607 (REAP)
- Tuition Assistance (Active Duty)

**I acknowledge that the information provided on this form is correct. I also certify that I have read and agree to the terms listed on page 2.**

Signature: \_\_\_\_\_  
(Digital Signature Not Accepted)

Date: \_\_\_\_\_

## **Additional Terms and Instructions**

### **Before submitting Veterans' Educational Benefits Request Form, you must:**

- ☞ Ensure that your classes apply to your degree or program. Only coursework that applies to your degree or certificate plan will be certified.
- ☞ If this is your first time utilizing Veterans' Educational Benefits, apply online using VONAPP (VA Form 22-1990). Submit a Certificate of Eligibility to the Office of the University Registrar
- ☞ If this is your first time utilizing benefits at UVA and you previously received benefits at another institution, complete the online Change of Program or Place of Training Form (VA Form 22-1995 or 22-5495)

### **Additional Information & Instructions:**

- ☞ You should submit the Veterans' Educational Benefits Request form when you enroll in classes.
- ☞ Excluding Chapter 35 recipients, the VA File number is typically your social security number. For Chapter 35 (DEA) recipients, the VA File Number is typically the transferring veteran's social security number or the file number that has been assigned by the VA.
- ☞ The Payee Number only applies to Chapter 35 (DEA) recipients and is provided by the Department of Veterans' Affairs.
- ☞ Notify the Office of the University Registrar immediately when you withdraw, drop, add, or stop attending courses. *This includes schedule changes made before classes begin.* Your Veterans' Educational Benefits may be adjusted as a result of these changes.
- ☞ Report any change or declaration of major to the Office of the University Registrar.
- ☞ The courses you intend to use educational benefits for must apply to your degree or certificate program.
- ☞ You must notify the school certifying official if your benefits are denied, revoked, or exhausted.
- ☞ If you are using Chapter 33 benefits, any scholarships that specifically apply to tuition and fees only will be deducted from the net total amount of tuition and fees that is reported to the VA.
- ☞ Often, the use of VA Educational Benefits and other DOD benefits is classified as Duplication of Federal Benefits and is prohibited by law. This includes ROTC scholarships, GEV (Grad ED Voucher), and Military Tuition Assistance. Please contact your school certifying official if you fall into one of these categories.
- ☞ Terms with a non-standard term date may be paid at a different rate. This will be determined by the VA and is based on the length of the course and number of hours.
- ☞ The VA determines eligibility and payments in all cases. The amount requested is not guaranteed payment and you are responsible for any outstanding balances on your student financial account.