BOOTS TO BOOKS:
A CHECKLIST FOR VETERANS

The following is intended to be a basic resource for veterans entering college. Please consult the VA directly for more detailed information regarding benefits.

**Apply for Admission to University of Saint Joseph**
- Undergraduates apply [here](#) or visit the Undergraduate Admissions Office located on the main floor in Mercy Hall
- Graduates apply [here](#) or visit the Graduate Office located on the main floor in McDonough Hall

**Apply for Financial Aid**
- You can receive VA and Federal FA benefits at the same time
- Please visit the Financial Aid Office [here](#) or visit the Financial Aid Office located on the second floor of Mercy Hall

**Register for Classes**
- The VA will not pay for continuing education courses, audited courses or courses that do not count toward your program of study at USJ

**Apply for VA Education Benefits**

**Veterans/Reservists/National Guard (CH30, CH33, CH1606, or CH1607)**
- If you are a brand new student applying for benefits for the first time please apply online via the VA Online Application (VONAPP) ([http://gibill.va.gov/apply-for-benefits/application/](http://gibill.va.gov/apply-for-benefits/application/)) or by the paper form, which is available online at [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GI BILL-1 (1-888-442-4551) to have a form mailed to you
- If you are a student who has used VA education benefits previously at another college or university complete the VONAPP 22-1995 “Change of Place or Program” form and submit to the VA. Print a copy of your completed form for your own record

**Dependents’ Educational Assistance Program (DEA) (CH35)**
- Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans
- Please click [here](#) for information about DEA and how to apply for CH 35 benefits
Transfer of Post-9/11 GI-Bill Benefits to Dependents (TEB) (CH33TEB)
- The transferability option under the Post-9/11 GI Bill allows Servicemembers to transfer unused benefits to their spouses or dependent children
- Please click here for information about TEB and how to apply for CH33TEB benefits

Vocational Rehabilitation (CH31)
- Obtain a copy of Form 28-1905 from your VA Counselor at the Hartford Regional Office and submit to the Office of the Registrar

Only the VA determines if and what your eligibility entails for benefits. USJ acts only as a liaison between you and the VA by certifying your enrollment for a given semester.

- Once you have applied and been approved for benefits please contact Jackie Piscitelli, Assistant Registrar, to inform her you are a student receiving VA education benefits.
- The VA Regional Processing Center in Buffalo, NY will send you a Certificate of Eligibility (COE), also known as an Award Letter, via the US Postal Service. This letter states that you have been approved for VA education benefits, along with what chapter benefit you are receiving. Please bring a copy of this letter to Ms. Piscitelli. You may fax it to the office or email it, however be sure to follow up with Ms. Piscitelli to ensure she has received it. The Registrar’s Office is located on the main floor of McDonough Hall.
- Please note: You cannot and will not be certified for benefits until Ms. Piscitelli has received a copy of your COE.
- Once registered in courses you must notify Ms. Piscitelli as soon as possible if you change the number of credit hours you are registered for, or if you drop/withdraw from your courses/University. Failure to do so will result in overpayment. If you are overpaid by the VA the University is required to return any funds received from the VA which will result in the student owing a balance to the University.
- If you change your major, please fill out the “Change of Major” form at the Office of the Registrar, as well as form 22-1995 with the VA.

If you do not submit the required documents when requested, your Benefits may be delayed or suspended until these documents are provided. Also, as the student and beneficiary of the benefit, you are financially responsible for all debts acquired during your school attendance and must ensure that your University bill is paid in full and current each semester.

For more information on VA Education Benefits please visit http://gibill.va.gov/ or Call 1-888-GI BILL-1 (1-888-442-4551)