

**CH 35 – NEW APPLICANT NEVER APPLIED or RECEIVED BENEFITS:**

- VA Form 22-5490 available on [Vets.gov](http://Vets.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, death certificate is required)\*
- Submit a copy of your Certificate of Eligibility Letter as soon as you receive it from VA
- Read the [Student Benefits and Responsibilities Info packet/Submit VA Benefits Agreement 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](http://Vets.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
- Read the [Student Benefits and Responsibilities Info packet/Submit VA Benefits Agreement 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.**

***Students pursuing a certificate program will need to verify their enrollment with the VA the last day of each month by calling 1-888-442-4551***