

# Steps to Claiming Benefits



If you have any questions please email [veteranaffairs@una.edu](mailto:veteranaffairs@una.edu).

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SCAN ME

# Dependents Education Assistance (DEA) Chapter 35 Checklist

1. Apply to UNA and be accepted.
2. Retrieve your COE. You can request one by calling the VA Education Call Center at [888-442-4551](tel:888-442-4551).
3. Complete the [Chapter 35 Form](#).
4. Talk to your advisor and sign up for classes.
5. Complete a certification request each semester by submitting a [registration form](#). We cannot complete your enrollment certification until this form has been submitted.
  - o [How to submit a copy of your Degree Audit and Class Schedule](#).
6. Start a payment plan, pay in full, or utilize a student loan to hold your schedule. **Your first payment will most likely not arrive in time for the payment deadline.**



256.765.4832



[veteranaffairs@una.edu](mailto:veteranaffairs@una.edu)



SCAN ME

# Veteran Readiness and Employment (VR&E) Chapter 31 Checklist

1. Apply to UNA and be accepted.
2. Transfer your prior education transcripts. (This can take a few months)
3. **Complete the Chapter 31 Form.**
4. Talk to your advisor and sign up for classes.
5. Complete a certification request **each semester** by submitting a registration form. We cannot complete your enrollment certification until this form has been submitted.
  - o How to submit a copy of your Degree Audit and Class Schedule.
6. Each semester, send a copy of your class schedule to your VR&E Representative.
7. Have your VR&E Representative send authorizations for book stipends to bookstore@una.edu.



256.765.4832



veteranaffairs@una.edu





SCAN ME

# Montgomery GI Bill Active Duty (Chapter 30)

1. Apply to UNA and be accepted.
2. Transfer your prior education transcripts. (This can take a few months)
  - a. Army/Navy/Marines/Coast Guard must submit their **Joint Service Transcript**.
  - b. Air Force must request their transcript from the **Air University**.
3. Retrieve your COE. You can request one by calling the VA Education Call Center at **888-442-4551**.
4. Complete the **Chapter 30 Form**.
5. Talk to your advisor and sign up for classes.
6. Complete a certification request each semester by submitting a **registration form**. We cannot complete your enrollment certification until this form has been submitted.
  - a. **How to submit a copy of your Degree Audit and Class Schedule**.



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# Montgomery GI Bill Selected Reserve (Chapter 1606) Checklist

1. Apply to UNA and be accepted.
2. Transfer your prior education transcripts. (This can take a few months)
  - a. Army/Navy/Marines/Coast Guard must submit their Joint Service Transcript.
  - b. Air Force must request their transcript from the Air University.
3. Complete the Chapter 1606 Form.
4. Talk to your advisor and sign up for classes.
5. Complete a certification request each semester by submitting a registration form. We cannot complete your enrollment certification until this form has been submitted.
  - a. How to submit a copy of your Degree Audit and Class Schedule.



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veteranaffairs@una.edu



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# Alabama National Guard Educational Assistance Program? (ANGEAP)

1. Complete a FASFA **each academic year** at studentaid.gov.
  - An Academic Year runs from Fall through Summer (August-July).
2. Fill out the ANGEAP application here:
  - **[ANGEAP Application Form](#)**
  - **You must submit an ANGEAP Form each Semester.**
  - Section 1 must be typed or **legibly** written.
  - Signature **MUST** be a wet signature. Electronic signatures in any form will not be accepted.



256.765.4832



veteranaffairs@una.edu





SCAN ME

# Post 9/11 GI Bill (Chapter 33)

## Checklist

1. Apply to UNA and be accepted.
2. Transfer your prior education transcripts. (This can take a few months)
  - Army/Navy/Marines/Coast Guard must submit their **Joint Service Transcript**.
  - Air Force must request their transcript from the **Air University**.
3. Retrieve your COE, you can request one by calling the VA Education Call Center at **888-442-4551**.
4. **Complete the Chapter 33 Form**.
5. Talk to your advisor and sign up for classes.
6. Complete a certification request **each semester** by submitting a **registration form**. We cannot complete your enrollment certification until this form has been submitted.
  - **How to submit a copy of your Degree Audit and Class Schedule**.



256.765.4832



veteranaffairs@una.edu



# Contact Information

## School Certifying Officer

Madison Moody

[veteranaffairs@una.edu](mailto:veteranaffairs@una.edu)

256 - 765 - 4832

<https://www.una.edu/veterans/>

## VA Benefit Helpline

Department of Veteran Affairs

1 - 888 - 442 - 4551

[VA.gov/find-locations](https://va.gov/find-locations)