

## **Transfer Chapter 33 (Post 9/11 GI Bill) Checklist**

*Complete the following checklist if you are eligible for the Post 9/11 GI Bill and have used the benefit before at another institution.*

To start your benefits, you need to complete the following checklist:

- Get admitted to university in a degree seeking program
- Transfer your VA benefits from another school to UT using <http://www.benefits.va.gov/gibill/> using VONAPP, VA Form 22-1995 “Request for Change of Program or Place of Training”
- Go to orientation, get registered for classes
- Provide the following documents to Jayetta Rogers:
  - Copy of VA Form 22-1995 from VONAPP or
  - Copy of Certificate of Eligibility from VA or ebenefits screenshot of eligibility
  - Copy of DD-214, Member 4
  - Copy of Kicker Contracts (if any)
    - Enrollment Certification Request form (must be completed every semester after you register for classes, available online at [veterans.utk.edu](http://veterans.utk.edu))
- Wait. Depending on when you turn your paperwork to the VA and our office, and the VA's processing time, you could see your first payment as early as the second month that you are enrolled in school or as late as 3 to 4 months into the semester. Best advice is to get registered early & get your paperwork turned in as soon as possible.
- Notify our office of any changes that you make to your schedule or major within 5 business days.

UNIVERSITY OF TENNESSEE  
VETERANS RESOURCE CENTER

We are happy that you are here and want to help you reach your academic goals!