

Veteran Resource Center Student Checklist

Complete the following checklist if you are eligible to receive VA education benefits as a Veteran or Dependent:

1) Have you applied to The University of Tennessee under a degree seeking program?
 Yes (proceed to question 3) No (Please apply online at <http://admissions.utk.edu>)

2) What benefits are you using?
 Chapter 33/Post 9/11 Chapter 1606 Montgomery Reserves
 Chapter 31 Vocational Rehab Chapter 1607 Reserves
 Chapter 30 Montgomery Chapter 35-Dependent Education Assistance
 Chapter 33 Transfer benefit - Dependent

3) Are you using VA benefits for the first time?
 Yes (Apply for VA benefits online through <http://www.benefits.va.gov/gibill/>)
 No (Ensure that you have transferred your benefits from your previous school to UTK at <http://www.benefits.va.gov/gibill/> "update existing claim")

4) Provide the following documents to the Veterans Resource Center:
 A copy of your Letter of Eligibility from the VA
 Enrollment Certification Form (Provided online at veterans.utk.edu or in the VRC)
 A copy of your DD-214 (for veterans only) **This can also be turn in to Student Health in lieu of shot records at immunizations@utk.edu

Chapter 30,1606, and 1067 recipients **ONLY**

You must verify monthly attendance with the VA by going online to WAVE at <http://www.gibill.va.gov/wave/index.do> or by calling 1-877-823-2378 on the last day of every month while enrolled.

5) **Wait.** Based on when your paperwork was submitted to the VRC and VA processing times, you may see your first month's payment as early as the 2nd month you are enrolled, or as late as 3-4 months into the semester.

6) Notify our office of any changes you make to your schedule or major with 7 business days.

UNIVERSITY OF TENNESSEE
VETERANS RESOURCE CENTER



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