

APPLY NOW! The Post 9/11 GI Bill VA Education Benefits

The following is a step-by-step procedure to obtain your VA education benefits and enroll at the University of North Carolina at Pembroke. All student veterans and military affiliated students must have their current enrolled classes certified in accordance with their course of study by the VA certifying official to receive VA education benefits. Follow these steps to initiate and receive VA benefits:

Step 1: Students must use or obtain a personal email BEFORE completing the application process below. A free personal email may be created through an internet search engine such as [Google](#) or [Yahoo](#).

Step 2: The student veteran must go online and electronically apply to VA to activate their education benefits. The online application is available at the VA E-benefits website at <http://gibill.va.gov/apply-for-benefits/application>.

- 1) Enter the online application by clicking on the VONAPP link on the webpage.
- 2) Complete the application with personal information related to their military experience and term of service. (Term of service information can be obtained from the service member's DD214).
- 3) Submit the completed online application.
- 4) The student veteran will receive a confirmation email with a processing number stating that their application has been downloaded and being processed.

Step 3: After the application is submitted to the VA, the student veteran must apply for admission to the university. The admission process is rigorous to include verification and documentation of ALL previous education, work and military experiences. Once the applicant is admitted to the university, the student veteran will schedule for an on-campus orientation session to register for classes.

Step 4: Admitted students will schedule to attend a New Student Orientation, where they are oriented to the campus and enroll in classes. Once class enrollment is complete, the student veteran must meet with the campus VA Certifying Official in the Financial Aid office to verify enrollment with the VA. Follow the steps below to verify class enrollment:

- 1) Download and complete the [Enrollment Worksheet](#) from the Veterans Education and Transition Assistance website.
- 2) Review class schedule with the student veteran's academic advisor.
- 3) The academic advisor will verify the course of study and sign the [Enrollment Worksheet](#) with an attached copy of the student's class schedule for the semester.
- 4) The student veteran will also sign the worksheet and return the completed, signed Enrollment Worksheet to the VA Certifying Official. The VA certifying official will verify current enrollment and electronically certify the student veteran's enrollment to the VA regional office.

Step 5: The VA will process the application for benefits to determine the student veteran's entitlements and the amount of benefits to be awarded. The VA application and entitlement process may take from 4-8 weeks to complete.

Step 6: Once the VA determines and awards entitlements to the veteran, the student veteran will receive an award notification and an explanation of benefits letter in the mail. The award letter will outline the tuition and fees paid to the university, and monthly living allowance and book entitlement paid directly to the student veteran.

Step 7: The student veteran will contact the campus VA Certifying Official to provide a copy of the VA entitlements award letter to the institution. The VA Certifying Official will serve and provide federal financial aid advisement and counseling the student veteran on matters relative to education benefits and VA certification with the university.

NOTES:

- 1) The initial application and certification process is a lengthy administrative process. We advise students to start the process as early as possible and be patient!
- 2) Student veterans may choose NOT to wait on a VA award letter. Students who begin classes without a VA award letter and explanation of benefits will be responsible for incurred tuition and fees, books and other educational expenses until the VA education benefits are awarded. Once VA benefits are receipted to the student's account, the University will initiate a refund to the student for excess payments made by the student veteran.
- 3) A student veteran may request a military transcript of from their branch of service for consideration in course credits. A service member may obtain a military transcript at one of the below listed websites:
 - **Army, National Guard and Reserve:** AART transcript at [Army/ACE Registry Transcript](#) website.
 - **Sailors and Marines:** SMART transcript at [Sailor/Marine/ACE Registry Transcript](#) website.
 - **Air Force, AF Guard and Reserve:** CCAF transcript at the [College of the Air Force](#) website.