Chapter 33 Post 9/11 Application Process

1a. Never Attended College or Never Used Benefit Previously
   If you have never attended college or if you have never used your benefit previously then fill out VA form 22-1990 (Application for VA Education Benefits).

1b. Transfer
   Or if you have attended a previous institution and used your VA benefits while there, you will need to fill out VA form 22-1995 (Request for Change of Program or Place of Training).
   - Both forms can be obtained and submitted via the VA website at www.benefits.va.gov/gibill. To get to these forms simply click on the Education and Training tab, click on the About GI Bill tab, and finally click on the Handouts and Forms tab. When you scroll down the page you will soon see both VA form 22-1990 and 22-1995.
   - Or you can come to the Records Office at Honolulu Community College and obtain these forms. If you choose to come in to fill out the forms you will submit them directly to the School Certifying Official at the Records Office. The certifying official will then make a copy of the form for your file and submit the original to VA Muskogee.

2. Certificate of Eligibility (COE)
   Once VA Muskogee processes your application they will send you a Certificate of Eligibility (COE). The COE is a document that indicates the percentage of money you will receive toward your BAH, book stipend, tuition, etc. Submit a copy of your COE to the School Certifying Official at the Records Office.
   *It may take up to four weeks for the VA to process your application.

3. DD Form 214
   Submit one copy of your DD 214 to the VA and one copy to the School Certifying Official at the Records Office.

4. Apply to Honolulu Community College
   Please see instructions on how to apply on our website at: http://www.honolulu.hawaii.edu/admissions.

5. Registration
   You must register for a minimum of seven credits each semester if you want BAH and these courses can be taught in class, online, or via cable. To receive full VA benefits it is recommended that you register as a full time student (12 credits). Remember that if you are planning to take online courses, you must take at least one face-to-face course in order to be eligible for your benefits.

6. Certification
   Once you have completed the registration process you are required to meet with a counselor who will certify your classes by filling out an Academic Counselor Review Form and indicating on the form that your classes are pertinent to your degree. Please remember that the certification process must be completed every time a student adds/drops a course.

7. School Certifying Official
   The certification form is then given to the School Certifying Official at the Records Office to process. You will also need to complete the Post 9/11 GI Bill Tuition & Fees Benefit Agreement. If you are a new student the certifying official will also ask you to fill out a green responsibility statement form at this time. Once the form is processed an email will be sent to you notifying you that the information has been transmitted to VA Muskogee.
8. **VA Muskogee**

Should you want to know the status of your certification or when you will be paid or how much you will be paid, you can contact VA Muskogee (1-888-442-4551) **5 days after receiving your confirmation email**. VA Muskogee can provide you with the amount of BAH and book stipend you will be receiving. The amount of money you receive often depends on how many credits you are taking.

9. **Changing Your Major**

If at any point you want to change your major you will need to complete:

a) VA form 22-1995 (Request for Change of Program or Place of Training) and turn it in to the School Certifying Official at the Records Office or you can mail it to the VA directly.

b) Change of Major Form for Enrolled Students which can be found on our website at: http://www.honolulu.hawaii.edu/records or a hard copy can be provided at the Records office. Please turn in the completed form to the Records Office.

10. **Transferring to a Different Institution**

If at any point you want to transfer to another institution you will need to:

a) Complete VA form 22-1995 (Request for Change of Program or Place of Training) and turn it in to the School Certifying Official at the Records Office or you can mail it to the VA directly.

b) If you are transferring to another University of Hawaii System School, then complete a Change of Home Institution Form for Enrolled Students which can be found on our website at: http://www.honolulu.hawaii.edu/records or a hard copy can be provided at the Records office.