

## 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.gibill.va.gov](http://www.gibill.va.gov). To get to these forms simply click on the Apply for Benefits link followed by a second Apply for Benefits link, click on the Apply Online link, and finally click on the blue Select Correct Form button and answer the questions.
- **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**. You will also need to complete the Tuition & Fees Benefit Agreement and the green responsibility statement at this time. 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. 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.

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### \_\_\_\_ 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 submit it via the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) or you can turn it in to the School Certifying Official at the Records Office.
- 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. You will need to make an appointment with a Honolulu Community College counselor to complete this form. 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 submit it via the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) or you can turn it in to the School Certifying Official at the Records Office.
- 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 Admissions Office.