

Process for obtaining Veterans' and Dependents' Educational Benefits

Student must initially

- apply to the University <http://www.utexas.edu/student/admissions/>. Entering freshman deadline dates are <http://bealonghorn.utexas.edu/freshmen/admission/deadlines/index.html>. Contact Office of Admissions for other deadline dates.
- contact the Office of the Registrar/Enrollment and Veteran Certification as soon as you have been admitted to the University of Texas at Austin.
- enroll in a degree program approved for VA benefits, and register for classes that apply towards that degree. A list of approved degree and certificate programs is available at <http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>
- submit application for benefits to VA as early as possible. See <http://gibill.va.gov/> for information. Service members on active duty can find information about transfer of entitlement at http://www.defenselink.mil/home/features/2009/0409_gibill/.
- provide supporting documentation shown on the following page (“What documents should I submit to the Office of the Registrar?”).
- provide documentation to residency officer if eligible for waiver of non-residence portion of tuition. (Do this each semester.)
- pay tuition and fee bill and complete registration by deadline dates <http://www.utexas.edu/business/accounting/sar/paymentdeadlines.html>. If receiving Post-9/11, contact the [student accounts receivable \(SAR\)](#) office about covering your tuition.
- read any emails you receive from your School Certifying Official (SCO) (or any other departments at UT Austin) and follow up.
- veterans and service members must submit military transcripts.

Order military transcript from the branch in which you served :

- **Army, Air Force, Navy, and Marine** JST website <https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>
- **Coast Guard: CGI:** http://www.uscg.mil/hr/cgi/ro/official_transcript.asp

**Undergraduates send military transcripts to:*

*The University of Texas at Austin
Office of Admissions
Attn: Valerie Attwood
PO Box 8058
Austin TX 78713-8058*

**Graduate students send military transcripts to:*

*The University of Texas at Austin
Office of the Registrar
Enrollment and Veteran Certification
PO Box 7216
Austin TX 78713-7216*

If you do not have a copy of your DD214, you may order at: .

<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

UT School Certifying Official (SCO) will	<ul style="list-style-type: none"> • certify to the Department of Veterans Affairs: <ul style="list-style-type: none"> ○ the approved program you are enrolled in; ○ the number of hours that count towards your current degree program(s) as shown on University records; ○ enrollment status or the number of hours considered to be full time for graduate and law students; ○ the enrollment period (first class day through last day of finals) for each of your classes; ○ tuition and mandatory fees when applicable. • certify changes to your registration (e.g., dropped classes, or classes changed to pass/fail and no longer counting toward your degree)
Department of Veterans Affairs will	<ul style="list-style-type: none"> • send an award (benefit) letter to you indicating the amounts you will receive for the dates of the semester certified. • for MGIB-AD, MGIB-SR, DEA, and REAP: send check to the address you provided on the questionnaire or deposit money directly into the bank account you have provided to them • for Post 9/11 GI Bill (chapter 33) <ul style="list-style-type: none"> ○ send funds for tuition and fees to UT Austin; ○ mail check or deposit funds for BAH and book/supply stipend to you.
Student must	<ul style="list-style-type: none"> • complete a new questionnaire each semester. • provide a copy of the most recent benefits letter to the school certifying official every semester. If receiving Post-9/11, take a copy to the student accounts receivable office to cover tuition. • provide additional documents to the School Certifying Official as requested. • verify attendance on the last day of every month or later (if you're using chapter MGIB-AD, MGIB-SR, or REAP): <ul style="list-style-type: none"> ○ On the web: https://www.gibill.va.gov/wave/index.do ○ Phone No. : 1-877-823-2378 <p>Students using Post 9/11 and DEA do not verify attendance.</p>
UT Austin, Office of Accounting will	<p>for Post-9/11 GI Bill:</p> <ul style="list-style-type: none"> • apply checks received from the VA to pay tuition and fees • refund any balance to the student according to the institutional refund policy. If you are due a refund, it will be automatically deposited to your bank account if you have an electronic funds transfer (EFT) form on file; otherwise a check will be mailed to your local address. After the refund is credited, you can check the disbursement at “Where is my check?” at https://utdirect.utexas.edu/acct/checks/index.WBX