



HOW TO APPLY FOR GI BILL® BENEFITS

TAKE THESE STEPS TO START EARNING YOUR DEGREE!



STEP 1: APPLY FOR YOUR CERTIFICATE OF ELIGIBILITY (COE)

- Contact your State Education Office to ensure your eligibility data is correct and documents are on file.
- Have all of the required information before you start. You must complete the form in one session – there is no option to save and come back later
- Go to <https://www.va.gov/education/how-to-apply/>
- Click on “Find your education benefits form”, under “How Do I Apply?”
- Answer the questions by clicking the appropriate bubble until you reach “Apply Now”
- Sign into or create an account with Login.gov or ID.me
- Complete and submit the application
- The VA will process your application in approximately 30 days and you will receive a Certificate of Eligibility (CoE) in the mail
- For CoE issues go to: <https://ask.va.gov/>

STEP 2: REGISTER FOR CLASSES

- Register for classes as soon as your school's registration period opens
- Contact your School Certifying Official (SCO) and provide a copy of your CoE and course schedule
Note: Ensure your SCO certifies your enrollment each term

STEP 3: VERIFY ATTENDANCE

- While in school, you must verify your enrollment EVERY MONTH to receive your next monthly deposit
- Complete your monthly verification either way:
 - Opt-in to text message enrollment verification
 - Opt-in to email enrollment verification
 - On WAVE website: <https://www.gibill.va.gov/wave/vba/>

STEP 4: NEXT TERM

- Do not repeat the application on va.gov unless changing schools or degree plans
- As soon as registration for the next term opens, register for classes early
- Make another appointment with your SCO

FOR MORE INFORMATION:

- Contact the Education Support Center: 866-ARNGEDU (276-4338) or arng.esc@army.mil
- Visit us online: www.nationalguard.com/education
- Contact your State Education Services Office: ng.co.coarng.mbx.g1-per-es@army.mil

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.



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HOW TO VERIFY ENROLLMENT FOR GI BILL® BENEFITS VIA TEXT MESSAGE

TAKE THESE STEPS TO CONTINUE RECEIVING YOUR PAYMENTS!

**ARMY
NATIONAL
GUARD**



STEP 1: OPT IN

- When your enrollment is process by the VA you will receive a text message to opt into text message verification.
 - Reply "Yes" to opt into the service. A text will be sent confirming you have opted in.
 - The text link will expire in 14 days. After that you will automatically be enrolled in email verification.

STEP 2: VERIFY ENROLLMENT

- On the last day of the month, you will be sent a text or email requesting enrollment verification for that month.
 - Reply "Yes" to verify enrollment.
 - Reply "no" if your enrollment has changed and contact your School Certifying Official (SCO) to ensure your enrollment record has been adjusted.
- If you don't respond in 6 days to the text (14 days for email), the conversation will close and you must verify your enrollment at: <https://ask.va.gov/>

STEP 3: GET PAID

- While in school, you must verify your enrollment EVERY MONTH to receive your deposit.
- Failure to verify enrollment for TWO CONSECUTIVE MONTHS, your payments are placed on hold and you must utilize Ask VA to verify enrollment.
- For future terms ensure to register for classes early and contact your SCO to certify enrollment

Some Non-College Degree facility programs such as: on-the-job, apprenticeships, flight or correspondence training are currently not included in this requirement.

For more info on verification of enrollment visit: https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp

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