



Veteran Student Enrollment Checklist Louisiana State University Eunice

If you are a veteran who is applying to Louisiana State University Eunice, please use this checklist as a guide to assist you in completing the enrollment & verification of benefits processes.

Process of Applying for Veterans Education Benefits

- € File an application for benefits. You may apply at LSU Eunice Veterans Affairs Office, or apply on-line at www.gibill.va.gov. Chapter 35 will file VA form 22-5490, Application for Survivors' and Dependents Educational Assistance. Chapters 30, 33, 1606, and 1607 will file VA form 22-1999, Application for Educational benefits.
- € Students should provide LSU Eunice Veterans Affairs Office with a copy of your DD-214 or DD2384 (Notice of Basic Eligibility) and a copy of your contract if you are eligible for the college fund (kicker). Students applying for Chapter 31 will need to contact the Vocational Rehabilitation representative for authorization to receive benefits.
- € Students should also submit a copy of their DD-214 or N.O.B.E. for their file to The Office of the Registrar.

*Dependents do not file a DD-214 but you must have your father's social security number to apply for benefits.

Once you are registered for classes and have applied for your veterans education benefits, you must contact Gretchen Miller, 337-550-1217 or va@lsue.edu, for enrollment certifications to be submitted to the regional office.

€ **Certification of Benefits:**

1. Veterans are certified only for those classes that are required for their degree program. It is your responsibility to take at least 12 hours of degree required courses (6 hours during Summer semester) to qualify for full-time benefits. If you take less than 12 hours, you should make sure that all courses are required in your program. Audited courses and correspondence courses do not count as part of your course load in qualifying for benefits.
2. If you change from full-time to part-time status, change of major, or drop/add any classes you must file this change with The Veterans' Affairs Coordinator, Gretchen Miller.
3. Veteran Education Benefits are certified on a semester basis.

€ **Prior Credit and Declaring a Major:**

During the first semester a veteran student enrolls at LSU Eunice, he/she must complete the process of declaring a particular degree intent (major). The change of major form is available in the Office of the Registrar or online at www.lsue.edu. The university will not certify students for VA benefits unless this program intent is SAA approved.

€ **Transfer Students**

Students who previously received VA educational benefits at another school must complete VA form 22-1995 (Change of Place of Training) and submit it to Gretchen Miller, Veterans' Affairs Coordinator in Student Affairs

€ **Verification of Enrollment**

Everyone receiving MGIB – Active Duty benefits, as well as those in the Selected Reserve, must verify his or her enrollment (WAVE) at <http://www.gibill.va.gov/wave> or by calling the toll-free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. (Chapter 35 students do not need to do the W.A.V.E.)

- € **Any military credit a student is trying to receive should be directed to The Registrar's Office (Mary Hebert, mhebert@lsue.edu) and she must have a military transcript sent to her. A copy of your military transcript should be sent to the VA Coordinator, Gretchen Miller, va@lsue.edu) as well.**

Checklist by Chapter

Checklist and Procedures (Documents required for file prior to certification)

Students can print a VA checklist on the LSU Eunice website under the Veterans Affairs link. Here the student will find a list listing all items required to establish their VA file prior to certification.

Note: All forms listed per chapter can be located at the following link:

http://www.gibill.va.gov/GI_Bill_Info/education_forms.htm

Chapter 30 (GI Bill) or Chapter 33 (Post 9/11)

- **VA Form 22-1990** Application (new applicants) or **VA Form 22-1995** Application (change of program or school)
- Copy of DD Form 214 (Service Member Copy 4 –Discharge paper)
- Military Transcripts and Transcripts from previous college or university
- Copy of VA Award letter (Certification of Eligibility if available)
- Degree Plan (provided by advisor)
- LSU Eunice [Request for VA Certification](#)

Chapter 35 (Survivors and Dependents)

- **VA Form 22-5490** Application (new applicant) or **VA Form 22-5495** Application (change of program or school)
- VA file number/copy of VA Award letter
- Transcripts from previous college or university
- Degree Plan (provided by advisor)
- LSU Eunice [Request for VA Certification](#)

Chapter 1606 and 1607 (Guard and Reserve)

- **VA Form 22-1990** Application (new applicant) or **VA Form 22-1995** Application (change of program or school)
- Notice of Basic Eligibility (NOBE – Unit Form)
- Copy of DD Form 214 (Service Member Copy 4 –Discharge paper) (for active duty time/basic training)
- Military Transcripts and Transcripts from previous college or university
- Copy of VA Award letter (Certificate of Eligibility if available)
- Degree Plan (provided by advisor)
- LSU Eunice [Request for VA Certification](#)

Chapter 31 (Vocational Rehabilitation)

- VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status (issued by the Vocation Rehabilitation Counselor)
- Military Transcripts and Transcripts from previous college or university
- Degree Plan (provided by advisor)
- LSU Eunice [Request for VA Certification](#)