



## New VA Student Checklist

### Step 1: Apply for VA Education Benefits

- \* To apply for or activate your educational benefits go to [www.eBenefits.va.gov](http://www.eBenefits.va.gov)
- \* This site can also be used to transfer benefits to a dependent.
- \* Submit a copy of you Certificate of Eligibility (COE), Statement of Benefits (SOB) or Notice of Basic Eligibility (NOBE) to the BU Office of Veteran and Military Services (OVMS).

### Step 2: Apply for Admission to Binghamton University

- \* You must be fully enrolled as a degree seeking student in order to receive your VA benefits.
- \* Apply for admission to Binghamton University.
- \* Submit required transcripts for admissions to include your military transcripts found at <https://www.airuniversity.af.edu/Barnes/CCAF/> for Air Force Veterans, and <https://jst.doded.mil/smart/signIn.do> for the other branches of service

### Step 3: Register for Classes

- \* Set up a time to speak with an advisor to register for classes required by your degree program.
- \* Only register for classes that are required by degree plan if you plan to pay using VA benefits.
- \* Full time for an Undergraduate student is 12 credit hours for Fall and Spring Semesters. For a full Summer Semester here at BU you will need 8 credit hours.
- \* Full time for a Graduate student is 12 credit hours for Level 1 students and 9 credit hours for Level 2, 3, and 4 students.

### Step 4: Submit Your Enrollment Request Form (ERF)

- \* Every semester you MUST submit a ERF if you want the VA to pay for your classes.
- \* The ERF must be submitted no later than the first day of the class.
- \* Only classes that are REQUIRED for your degree plan and on Degree Works will be certified by the VA.
- \* ERF is available online [https://www.binghamton.edu/offices/veterans/benefit\\_forms.html](https://www.binghamton.edu/offices/veterans/benefit_forms.html) or in person at OVMS office.

### Step 5: Adding or Dropping a Class

- \* Report course changes: adding, dropping, or withdrawal from a course, and application for graduation; to the OVMS on the Certification Adjustment Form found at [https://www.binghamton.edu/offices/veterans/benefit\\_forms.html](https://www.binghamton.edu/offices/veterans/benefit_forms.html)

### Step 6: Paying your bill

- \* Chapter 31 and 33- must submit COE or ERF no later than the 1st day of class, to the BU OVMS.
- \* Once VA payment has been applied to the student account, you must pay any tuition and fees not covered by the VA.

\* Chapter 30 and 35- will follow student standard guidelines for payment and payment arrangements by the fee payment deadline.

**Step 7: Changes**

\* Report all changes: personal info, degree, university, and VA Education benefits to the OVMS.

**Step 8: Maximize all sources of funding**

\* Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/sa/fafsa> (recommended but not required)

\* BU Scholarship information is available at <https://www.binghamton.edu/financial-aid/types-of-aid/scholarships/index.html> (recommended but not required)

**Step 9: Check your BU.edu email**

\* Important time sensitive information will only be sent to your BU email.