



SOUTHWESTERN UNIVERSITY

VA Education Benefit Checklist

Welcome to Southwestern University! We are excited to have you aboard and look forward to assisting you in the process of utilizing your VA education benefits. We require several documents from you before we may certify your benefits. VA regulations require that all documentation must be submitted prior to certifying education benefits.

Please note that different documents are required for student veterans and dependents. Refer to this checklist to ensure you have turned in all necessary documents.

- VA Benefits New Student Information Form** – Required of all new students using VA education benefits. Click the link above to complete the form.
- Yellow Ribbon Program Participation Form** – Required of all new students using Post 9/11 GI Bill® and Fry Scholar. Click the link above to complete the form.
- Certificate of Eligibility** – Required of all new students using Post 9/11 GI Bill®, Fry Scholar, Survivors' & Dependents' Assistance, Montgomery GI Bill®
You must apply online at the VA website to begin using your education benefits. The application process will generate a letter called the certificate of eligibility. Keep a copy for yourself, and send a copy to the SU SCO. If you are under age 18 at the time of application, you cannot apply online and should complete the paper application instead.
- Authorization for Veteran Readiness & Employment (VR&E)** - Required of all student veterans using VR&E. Please request that your case manager provide an authorization for Southwestern University for tuition, fees, and books. If your case manager has additional forms for completion, please email them to the SCO.
- DD 214 (Member 4 copy)** - Required of all new student veterans. If you have multiple DD 214's, please submit copies of each form. If you don't have a copy, request the form from the National Archives.
- Notice of Basic Eligibility** - Required of all new student veterans using Montgomery GI Bill – Select Reserve® (MGIB-SR). Submit a copy of your DD Form 2384-1.
- Military Transcript** - Required of all new student veterans. You must request your military transcripts from the Joint Services Transcript (JST) or the Community College of the Air Force. Although unofficial student copies are available, we require an official transcript sent directly to SU.
- College Transcripts** - Required of all students. Submit official copies of transcripts from every college or university you have previously attended – whether or not you anticipate receiving academic transfer credit from SU. If the transcripts were sent to the Admission Office as part of your application for admission, we will obtain a copy.
- Credit by Exam Score Reports** – Required of all students. Submit official score reports for any Advanced Placement Exams and/or International Baccalaureate Exams that you took while in high school.

Contact Information:

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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 website at <http://www.benefits.va.gov/gibill>.