


STUDENT VETERAN CHECKLIST


1. APPLY FOR VA BENEFITS


It takes approximately 1-2 months for approval, so start the process early. Complete the application for Education Benefits at www.gibill.va.gov.

TIP: You can apply to RIC before receiving your Certificate of Eligibility or submitting your benefits application to the VA.

- Complete the online application for VA education benefits at <https://www.va.gov/education/how-to-apply/>

 If you are using your education benefits for the first time	Please complete the following form
Veteran or service member	Form 22-1990
Dependent spouse or child applying for transferred benefits (Transfer of Entitlement Program)	Form 22-1990e
Dependent spouse or child eligible for Survivors' and Dependents' Education Assistance Program (Ch 35) or Chapter 33 Fry Scholarship	Form 22-5490

 If you used benefits at a previous school and will transfer or have transferred to Rhode Island College	Please complete the following form
Veteran or service member	Form 22-1995
Dependent spouse or child applying for transferred benefits (Transfer of Entitlement Program)	Form 22-5495
Dependent spouse or child eligible for Survivors' and Dependents' Education Assistance Program (Ch 35) or Chapter 33 Fry Scholarship	Form 22-5495

 If you are a veteran applying for Vocational Rehabilitation	Form 28-1900 at https://www.ebenefits.va.gov/ebenefits/learn/employment This link will take you to online application instructions.

*For more information on VA forms, visit https://www.benefits.va.gov/gibill/handouts_forms.asp

*If you are using VA education benefits, the VA will mail you a copy of your Certificate of Eligibility (COE) after processing your application for benefits.

*For veterans using Vocational Rehabilitation, your local Voc Rehab counselor will provide a 1905 form if you are found entitled to Voc Rehab. This form is used in lieu of a Certificate of Eligibility.

2. APPLY TO RHODE ISLAND COLLEGE

- Start your application at <http://www.ric.edu/studentveterans/Pages/Admission.aspx>. Submitting this form will take you to www.commonapp.org where you will complete your RIC application.

If you have a Joint Services Transcript, we encourage you to request it be sent to RIC.

Find out whether you are considered a transfer student at <http://www.ric.edu/admissions/Pages/Transfer-Students.aspx>.

TIP: For assistance completing your application, please contact us at 401-456-8449 or mrc@ric.edu.

After admission to RIC:

3. RECEIVE ACADEMIC ADVISING & REGISTER FOR CLASSES

To enroll in classes at RIC, you must first speak with an academic advisor. This will remove the hold on your account and allow you to register for classes.

- Schedule an academic advising appointment.
 1. Log into my.ric.edu.
 2. Click on **Appointment with Advisor**.
 3. Schedule an appointment. You can meet by phone, in-person, Skype, etc.
- Register for classes after your advising appointment.
 1. Log in to my.ric.edu.
 2. Click on **Class Search**.
 3. Choose a course and click **Select**.

TIP: If you have Ch 33 or Ch 31 VA benefits, the \$200 enrollment fee will be covered by VA. Contact the VetSuccess on Campus (VSOC) Coordinator or Military Resource Center (MRC) to inform us of your eligibility for VA benefits.

4. ACTIVATE YOUR VA BENEFITS AT RIC

TIP: If you are using only Tuition Assistance (not VA benefits), these forms do not apply to you. Go to Step 5.

- 1. Submit the Student Veteran Worksheet to the Records Office (Building 4) or via email to ebright@ric.edu.** You can find this form online at <http://www.ric.edu/studentveterans/Pages/GI-Bill-Certification-Worksheet.aspx>. Your first submission of this form must be a hard copy. After your first time submitting this form, you can complete it online at the link above. **IMPORTANT:** You **must** submit this form 30 days prior to the start of **EVERY** semester, or you will not receive your VA education benefits!
- 2. Submit your Certificate of Eligibility (for education benefits) or 1905 form (for Voc Rehab) using one of the options below:**
 - Email the form to ebright@ric.edu.
 - Submit the form in person to the Records Office (Building 4).

TIP: Your Certificate of Eligibility is the letter you receive from VA Education verifying your eligibility for GI Bill. If you do not have a copy, you can request one by calling 888-442-4551 or logging into www.ebenefits.va.gov. If you have any questions, contact us at mrc@ric.edu or Micaela.black@va.gov.

5. CONSIDER IN-STATE TUITION

Most veterans and military members are eligible for in-state residency for tuition purposes. Visit http://www.ric.edu/studentveterans/documents/CPEpolicy_residency.pdf for the policy on qualifying for in-state tuition rates.

6. OTHER IMPORTANT NOTES

- Consider applying for Federal Financial Aid, which can be used in conjunction with VA education benefits.**
 - Fill out the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. (RIC's Federal School Code: 003407).
 - Learn more at www.ric.edu/financialaid.

- Read our FAQ for military-connected students using VA benefits at** <http://www.ric.edu/studentveterans/Pages/Frequently-Asked-Questions.aspx>

- Consider use of in-class accommodations (i.e. extra time on tests, note taking assistance) with the Disability Services Office.** These services can be extremely important to your academic success

- RI National Guard Members:** The STAP waivers can be used to waive the tuition only (not fees). Submit STAP waivers to the Bursar's office in Building 4. You can obtain this STAP form from your RI ANG or RI ARNG Education Liaison after you register for classes. *You must pay any remaining fees at the time you submit the STAP form.* ***NOTE:** The STAP waiver MUST be completed and submitted EVERY semester.*

- Disabled Veteran Waiver:** If you have a VA Service-Connected Disability of 10% or more, you can use the DAV waiver to waive tuition (not fees). *This can be used in conjunction with GI Bill benefits.*

- Military Transcripts:** To have military training evaluated for college credit, please have **official transcripts** sent to: RIC - Admissions Office, 600 Mt Pleasant Avenue, Providence, RI 02908.
 - Joint Services Transcripts are a uniform transcript of all military training and experiences for Service members of all branches. Visit jst.doded.mil to request your transcript.
 - Air Force Transcript Request Forms (CCAF) can be requested at <http://www.au.af.mil/au/ccaf/transcripts.asp>
 - US Coast Guard Transcripts can be requested at <http://www.uscg.mil/>

We are here to help.

If you have any questions about the items on this checklist, contact the Military Resource Center team at mrc@ric.edu or 401-456-8449, or connect with our VetSuccess on Campus Coordinator Micaela Black at Micaela.black@va.gov or 401-612-3470. You can also contact the MRC Director, Lisa Levasseur at llevasseur@ric.edu or 401-456-8716.

Tips for Student Veterans

- If using Ch 30 or Ch 1606 you need to *verify* your attendance **every month** with the VA. This can be done by phone (877) 823-2378 or online: <https://www.gibill.va.gov/wave/index.do>
- If using Ch 35, Ch 30, or Ch 1606 – you are responsible for paying tuition up front (Ch33 and Ch31 does not)
- Contact the VA Certifying Official immediately if there are any changes in your enrollment status, including adding courses, dropping courses, withdrawing or receiving incomplete grades to not incur personal charges.
 - ** **All of these changes have the potential to affect your VA payment status and/or create debts to the VA or school.****
- **VA Payments – Process:**
 - Veteran must submit the “Student Vet Worksheet” each semester in order to be certified
 - School Certifying Official reports Veterans credits to VA via a “certification” (1999 form)
 - Veteran will receive an email (to RIC email account) indicating when they have been certified
 - VA processes the certification and awards payment to the Veteran based on # of credits
 - **Any changes in credits must be reported** to the School Certifying Official (ebright@ric.edu)
 - VA education payments are paid in “arrears”
 - Ex: The payment for the month of January comes around February 1st
 - RIC certifies Vets early in an effort to get payments released early – particularly book payments
- Veterans should be choosing a major carefully
 - The availability of benefits does not always last until the degree is complete
 - Vets generally have 36 months (sometimes 48) to complete their program of study
 - Post 9/11 GI Bill (Ch 33) allows 15 years (from the last date of discharge) to use the benefit
 - If you qualify for the Forever GI Bill: You have no time limit to use your GI Bill benefits, as long as you have unused months/benefits remaining.
- Choose your schedule wisely... Assistance from your Academic Advisor is recommended
 - Example: If you have trouble waking up in the morning, do not take 8am classes
 - If you cannot sit for long periods, try to avoid 4 hour classes
 - Consider taking 3 classes instead of 4, especially in your first semester (*this does not ‘waste’ your benefit)
- Classes must apply towards your declared major - otherwise the VA will not pay for courses
 - Example: If the Veteran is taking 4 classes (12 credits) and only 3 classes apply toward their degree plan, VA will only pay for the 9 credits
- **Impact of grading on VA benefits:**
 - **Withdrawal grades** (WP, WF, NA) create a debt with the VA because the VA views this as being incomplete
 - The money for that class will need to be repaid by the student Veteran to the VA
 - **Failed classes** do not create debt IF the Veteran remains in class for the duration of the semester
 - VA benefits can be used to retake the failed class because it is required for your program
 - Beware of this option because the “clock” for using benefits continues (i.e. using up months)
 - Please note: Failing grades obviously impact the students GPA, which can affect financial aid, academic probation, and admission to competitive programs
 - **“Incompletes”** that turn to letter grades are a good option if the Veteran can make up work
 - RI National Guard members can also use the State Tuition Assistance Program (STAP)
 - Under this STAP program, the NG member must maintain a “D” or better or the course is not covered
 - This means the Veteran would then owe money for the course to RIC if below a “D”