

**St. Mary's University  
Office of Financial Assistance  
VA GI Bill Education Benefits  
Information Handout**

The St. Mary's Veterans Certifying Official is part of the University and the Office of Financial Assistance. Our primary function is to certify the enrollment and report changes in enrollment of eligible students to VA. Please note that we are not a division of the Department of Veterans Affairs, thus there is no official VA counselor or representative on campus.

**Veteran/Dependent Point of Contact for Certification of Education Benefits:**

Theresa Barrera [tbarrera@stmarytx.edu](mailto:tbarrera@stmarytx.edu): For Ch 30, Ch 31, Ch 33, Ch 35, Ch 1606, Ch 1607.

**--For New Students Inquiring About Eligibility for VA Benefits:**

The student should contact the VA Education Office toll free at 1-888-442-4551 or visit VA's website at <http://www.gibill.va.gov> in order to determine if they are eligible for benefits or to inquire about transferring benefits to dependents. For non-education related questions, students can call VA at 1-800-827-1000.

**--For Students Inquiring How to Apply for VA Benefits:**

Students can apply for VA benefits by completing VA Form 22-1990, "Application for Education Benefits" (if they are the Veteran), or apply online at <https://www.vets.gov/education/apply/> or by completing VA Form 22-5490, "Dependents' Application for VA Education Assistance" (for Ch 33 & 35 Dependents).

**--For Students Inquiring on What Forms They Should Submit to St. Mary's Office of Financial Assistance:** The following are Forms that VA students should submit to St. Mary's Office of Financial Assistance in order to expedite the Enrollment Certification Process:

\_\_\_\_\_ -**Certificate of Eligibility letter** from VA in its entirety.

\_\_\_\_\_ -**Member copy of DD-214** (if the Veteran has been discharged) **or** Notice of Basic Eligibility (NOBE) if the student is in the Reserves or Guard unit.

\_\_\_\_\_ -**Completed Request For Certification of Enrollment** for the semester(s) the student is requesting VA Education Benefits for.

\_\_\_\_\_ -**Completed Request for Change of Program or Place of Training**

VA Form 22-1995 for the Veteran or VA Form 22-5495 for Dependents under Ch 33 & 35, if VA Education benefits have been used at a previous institution.

<http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf> (Form for the Veteran)

<http://www.vba.va.gov/pubs/forms/VBA-22-5495-ARE.pdf> (Form for the Dependent)

\_\_\_\_\_ -**VA Form 28-1905** Authorization and Certification of Entrance or Re-entrance Into Rehabilitation and Certification of Status (for Ch 31 Veterans).

**\*Certifications of Enrollment are submitted to VA after the end of the refund period for each semester. Certificates of Enrollment can only be processed after the student has been admitted to the university and the student has been registered for classes.**