Applying for Chapter 1606 (Montgomery GI Bill-SR) Benefits

1. Apply for benefits
* Complete the appropriate application at <https://www.va.gov/education/how-to-apply/>
	+ Service Member who has **not** previously used benefits: VA Form 22-1990
	+ Service Member who **has** previously used benefits: VA Form 22-1995 (Change of Program/Location)
* Screen shot or print confirmation page at the end of the application and submit to Office of Veterans Benefits at SRU.
1. Complete the SRU VA Enrollment Form at [www.sru.edu/military-benefits](http://www.sru.edu/military-benefits)

\*This form must be completed EVERY semester if you want to use your benefits.

1. Submit Certificate of Eligibility to Office of Veterans Benefits at SRU upon receipt from the VA.
2. Verify Attendance after classes begin:
* On the last day of the month, verify your attendance for the previous month with the VA.
* Call 1-877-823-2378 and follow the instructions. Your Vet File # is your SS#.
* Log in to WAVE and follow the instructions.\*

\*Students are encouraged to create a WAVE account at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do). This site allows you to check on the status of your record, report changes to your enrollment, start or change direct deposit, etc.

**Other important details:**

* Students are responsible for notifying the School Certifying official of ANY changes in credits or enrollment (drop/add courses, withdrawal, etc). Failure to notify the Office of Veterans Benefits of these changes could result in student debt owed to the VA.
* You must be registered for at least 12 undergraduate credits or 9 graduate credits to be considered full-time. Courses that do not run for the entire length of the term may affect your full time status.

**Office of Veterans Benefits Contact Info:**

108 North Hall Welcome Center

724-738-2702

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