



Registration Checklist for VA Education Benefits Recipients Using Dependents' Educational Assistance (DEA)

First Steps: (The first three can be done concurrently)

- Apply for admission to Angelo State University at myfuture.angelo.edu
- Visit the ASU Office of Financial Aid Web site at www.angelo.edu/services/financial_aid/ to learn about grants, loans and scholarships available. We encourage all students to apply for Financial Aid, even if you don't think you will qualify for anything. ASU has scholarship funds that are awarded based on your FAFSA application information.
- Apply to use your Federal VA Education Benefits.
 - Apply for benefits, or to notify the VBA that you have changed your training facility, by visiting <https://www.vets.gov/education/apply/>.
 - After VA has processed your application, they will generate a **Certificate of Eligibility**. Return a copy with your complete VA file number to the ASU VETS Center, Houston Harte University Center, Room 113 or email vets@angelo.edu.
**The VBA will replace most of the numbers in your file number with X's. In order to certify you, we will need your complete file number so VA can correctly identify you and pay you.*
- Enroll in classes. Make sure to:
 - Meet with your academic advisor. For more information, contact the academic department in which you plan to major. If you are predeclared, contact the Office of Predeclared Advising at (325) 942-2710 or advisors@angelo.edu.
 - Register for classes. You can register online through RAMS (www.angelo.edu/rams/) or in the Registrar's Office in the Hardeman Building.
 - Submit a Request for Certification of Enrollment form – available in the VETS Center and online at <https://www.angelo.edu/content/files/18831-request-for-certification-of-enrollment> – and a Statement of Understanding, and schedule a meeting to review and update your record with a member of the VETS Center staff.
 - Make payment arrangements on RamPort (<http://ramport.angelo.edu>), if necessary. Be sure to pay before the deadline. You can elect to pay in installments or make one payment. You also have the option of paying by mail, in person, or online. For additional information about payment options, contact Student Accounts at (325) 942-2008.
 - Request an ASU OneCard. The OneCard is the official ASU identification card. You are required to have a OneCard to access services, events and facilities at ASU. For more information, call (325) 942-2331 or visit the OneCard Web site at www.angelo.edu/services/asuone/ .
 - Obtain a parking permit. For more information, call the Parking Services Office at (325) 942-2071 or the department office.
 - Purchase your textbooks before classes begin.

About Your Payments from VA:

Your monthly stipend will be sent directly to you, not the university. Payments you receive from VA will be sent to the bank account you indicated to the VBA during your application, unless you did not choose to use Direct Deposit, in which case it will be mailed to the address you entered. If you do not have sufficient Financial Aid funds in place, you will be responsible for making payment arrangements for your tuition, fees, housing and all other amounts due before the payment deadline or your classes will be dropped. ASU will make several attempts to notify you, both by email and telephone, before dropping your classes. Check your messages often.

After the Semester Begins:

- ✓ Notify the VETS Center of any course that is cancelled, dropped, added, failed, or for which an incomplete grade is received.
- ✓ Notify the VETS Center of any change to your Major, Minor or Concentration.
- ✓ Notify the VETS Center of any change to your contact information.
- ✓ Notify the VETS Center of any change to your benefits. This includes converting from one type of benefits to another, running out of eligibility, and deciding not to use benefits for one or more terms.
- ✓ Visit the VETS Center often:
 - to ask questions about your VA Education Benefits
 - to use resources such as computers, printers, quiet study areas, and the Veterans Lounge
 - to find additional college resources such as tutoring assistance, scholarships and employment opportunities
 - to find out about upcoming programming for Veterans and their families

After registering for a new term:

Submit a new Request for Certification of Enrollment form in person or via U.S. Mail, email or fax as soon as you have registered for one or more new terms of enrollment.

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VETS@angelo.edu