



Registration Checklist for VA Education Benefits Recipients Using Post-9/11 Transfer of Entitlement

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 website 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 for Federal VA Education Benefits
 - The sponsoring Veteran must transfer at least one month of Post-9/11 GI Bill benefits to you PRIOR TO separating from service. (If the service member is already separated, they no longer have the option of transferring entitlement to you.) Complete information on the transfer process, as well as the website to request the transfer of entitlement, can be found at http://www.benefits.va.gov/gibill/post911_transfer.asp.
 - After the transfer of entitlement has been approved (the sponsoring Veteran will be notified via email), the person who will be receiving benefits and attending college must complete the apply to use their benefits at <https://www.vets.gov/education/apply/>
 - After VBA has processed application, a **Certificate of Eligibility** is mailed to you. Return a copy to the VETS Center in person or to vets@angelo.edu.
 - Register for an eBenefits account, and upgrade to a Premium account (free) at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. This is where you will be able to access and print your VA Education Benefits eligibility information under Post-9/11 GI Bill, view payment history details, update your contact and bank account information with VA, and much more. The student receiving transferred benefits will need their own account – a parent or spouse's account will not have access to detailed information about the education benefits that have been transferred to their dependent.
- 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.
 - After you have been advised, 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 **Statement of Understanding** and a **Request for Certification of Enrollment** form – available in the VETS Center and online at <https://www.angelo.edu/dept/veterans/forms.php>.
 - 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, visit their office in the West Annex at 1825 W. Johnson St., or see http://www.angelo.edu/services/parking_services/students.php
- Purchase your textbooks before the first day of class. Visit the ASU Bookstore in the Houston Harte University Center.

About Your Payments from VA:

Your book stipend is not guaranteed to arrive before you need your books, and it is not likely to cover the entire cost of your books each term. You will be paid \$41.67 per credit hour each term until you reach the \$1000 per year maximum. Book stipends usually arrive within about two weeks of receipt and processing of your enrollment certification by VBA. Your book stipend will be sent to the bank account you indicated on your application, unless you did not choose to use Direct Deposit, in which case it will be mailed to the address you entered. Your housing stipend will also be sent directly to you by whatever method you chose. Housing stipends are always paid in arrears – after the completion of each month of training. Your tuition and fees will be paid directly to the University – we will apply a credit to your account until we receive payment from VA. Each of these payments will be multiplied by the percentage of eligibility you are currently classified under, per your Certificate of Eligibility. Example: If you are eligible to receive benefits at the 60% rate, you will receive 60% of the book stipend, 60% of the housing stipend, and VA will reimburse the University for 60% of your tuition and fees. You will be responsible for making payment arrangements for the remaining tuition due before the payment deadline or your classes will be dropped. ASU will make several attempts to contact you, both by email and telephone, before dropping your classes. Please 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:

Complete a new Request for Certification of Enrollment form and submit it to the VETS Center in person or via U.S. Mail, email, or fax at:

Angelo State University VETS Center
University Center, Room 113
ASU Station #11040
San Angelo, TX 76909-1040
 Phone: 325-486-VETS (8387)
 Fax: 325-942-2080
VETS@angelo.edu