

## **VA EDUCATION BENEFIT APPLICATION & CERTIFICATION PROCESS**

Please read the following information regarding the VA education benefit application and certification processes. If you have questions, please contact our office 301-369-2313.

If you are applying for your veteran education benefits for the first time or changing from one education chapter to another – for instance, from Chapter 30 to Chapter 33 - you must complete VA Form 22-1990 on the VA's eBenefits web portal ([www.ebenefits.va.gov](http://www.ebenefits.va.gov)). This is the official U.S. Department of Veterans Affairs website which allows veterans to apply for certain benefits online. When you receive the Certificate of Eligibility (COE) from the VA, please send a copy of this form to the Office of Registration and Records.

**If you are eligible for the Chapter 33 Educational Program, you must submit the Chapter 33 Certificate of Eligibility.** This form lists your percentage of eligibility and the duration of your benefits.

### **Who Should Complete VA Form 22-1995 (Request for Change of Program or Place or Place of Training)?**

- If you have received veteran education benefits at another school;
- If you have changed degree programs (undergraduate to masters or masters to doctoral).

You may access the 22-1995 at [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Once the VA processes your 22-1995 form, they will send you an updated Certificate of Eligibility (COE) and you will need to forward a copy to the Office of Registration and Records.

### **Submitting Capitol Technology University Forms – All New and Continuing Applicants for VA Benefits:**

#### **Enrollment Certification Request Form**

Veterans receiving veteran education benefits must complete a VA Enrollment Certification Request Form each semester of attendance. To access the VA Enrollment Certification Request form, click on “MyCapitol” on the University’s home page; then on “College Offices;” select “Office of Registration and Records” and then “Veterans Benefits at Capitol” from the quick links on the left side of the page.

You may complete either the PDF or online version of the course listing forms. The PDF form can be faxed to 301-369-2310 or scanned and e-mailed it to us at [VABenefits@CapTechU.edu](mailto:VABenefits@CapTechU.edu). If you complete your form online, it will be sent electronically to our office. Forms are also available outside the Office of Registration and Records (Room A208) for students on campus.

**Note: your enrollment will not be certified and sent to the VA unless the registration and Records Office has a VA Enrollment Certification Request for each period of enrollment.**

### **Schedule Adjustment**

If an official change is made to your class schedule after you submit your initial VA Certification Request form you must report the change(s) to the Registration and Records Office by completing and submitting the VA Schedule Adjustment Form. Completing this form will allow our office to report your enrollment changes to the Department of Veterans Affairs in a timely manner. On-time reporting avoids overpayments of your educational benefits. We do not report added or dropped courses until we receive this form.

Remember to submit all of your required forms to the Registration and Records Office – either by FAX (301-369-2310) or e-mail ([VABenefits@CapTechU.edu](mailto:VABenefits@CapTechU.edu))