



Registration Checklist for Veterans, Service Members and Reservists Using Federal VA Education Benefits

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.
 - Fill out the Veterans Online Application (VONAPP) to apply for benefits or to notify VA that you have changed your training facility by visiting <http://gibill.va.gov/apply-for-benefits/application/> . You will submit a new Form 22-1995 online.
 - After VA has processed your application, they will generate a **Certificate of Eligibility** to notify you of your eligibility criteria. Please submit a copy of your Certificate of Eligibility to the VETS Center.
 - Register for your eBenefits account, and upgrade to a Premium account (free) at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal> . This is where you will access and print VA Education Benefits eligibility information for Post-9/11 GI Bill, view payment history details for all VA benefits (not just education), download your DD214 or active/reserve orders, update your contact and bank account information with VA, submit your monthly enrollment verification for Ch. 30 and 1606, check the status of claims, and much more.
- 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 Room 200 of 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/content/files/18831-request-for-certification-of-enrollment>
 - 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 visit the department office in the West Annex at 1825 W. Johnson St.
 - Purchase your textbooks before classes begin. Visit the ASU Bookstore in the Houston Harte University Center.

About Your Payments from VA under Post-9/11 GI Bill:

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 VA. Your book stipend will be sent to the bank account you indicated on your VONAPP application, unless you did not choose to use Direct Deposit, in which case it will be mailed to the address you entered on VONAPP. Your housing allowance will also be sent directly to you by whatever method you chose on VONAPP. Housing allowances are always paid in arrears – after the completion of each month of training. Your tuition and fees will be paid directly to the University. 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 allowance, and VA will reimburse the University for 60% of your tuition and fees (based on full-time enrollment). 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 notify you, both by telephone and by email, 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:

Schedule a Priority Certification appointment by visiting the [VETS Center calendar](#). During your appointment you will complete a new Request for Certification of Enrollment form, and we will review your record and answer any questions you may have. Your enrollment will be submitted to VA at the end of your appointment. For more information about Priority Certification, see our website at <http://www.angelo.edu/dept/veterans/> . If you do not wish to participate in Priority Certification, just submit a new Request for Certification of Enrollment after you register. We will process your request in the order it is received.

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