THIS IS A CHECKLIST FOR ALL CHAPTERS EXCEPT CH 31 (VOCATIONAL REHABILITATION). CH 31 VETERANS SHOULD CONTACT VOC REHAB IN COLUMBIA AT 800-827-1000 FOR INFORMATION ON RECEIVING BENEFITS.

_________ Complete application for VA benefits. This is VA form 22-5490 for dependents and form 22-1990 for active duty veterans and reservists/ national guardsmen. Complete this online at http://vabenefits.vba.va.gov/vonapp/main.asp. Make sure to print and mail the signature page at the end of the application.

_________ Meet with your academic advisor and get a copy of your curriculum/ advisement record

_________ Register for classes and print of a copy of your schedule

_________ Complete a request to certify benefits and submit it to the VA Certifying Official in the Office of Financial Services along with your schedule, curriculum and which of the following that applies: DD-214 member- copy 4 (CH 30, active duty veteran), NOBE- Notice Of Basic Eligibility (CH1606, reservist/ national guardsman) or Certificate of Eligibility (CH 35, dependent/ spouse of disabled or deceased veteran).

**** You must notify the VA Certifying Official of ALL changes made to your schedule after you submit a request to certify benefits. Failure to do so may result in an overpayment.

VA Certifying Official
Contact Information

Sheila Singleton - E-Mail: ssinglet@coastal.edu - (843) 349-2464

Fax (843) 349-2464
Edward M. Singleton Building - Room 129
P. O. Box 261954
Conway, SC 29528-6054