

Chapter 35 (Dependents Education Assistance) Checklist

Complete the following checklist if you are a dependent of a disabled or deceased veteran and have previously used the benefits at University of Tennessee at Martin or another institution.

To start your benefits, you need to complete the following checklist:

- Get admitted to university in a degree seeking program.

What is the Admissions process?

- Apply online www.utm.edu/advantage
- Pay application fee (\$30)
- Admission requirements: <http://www.utm.edu/departments/admissions/freshman.php>
- Send all transcripts (high school, military, other institutions)
- Send all ACT/Sat scores to UT Martin
Office of Undergraduate Admission (phone: 731-881-7020)
200 Administration Building (fax: 731-881-7029)
Martin, TN 38238 (email: admitme@utm.edu)

To start your chapter 35 benefits

- Fill out form 22-5490 (application for DEA benefits) or to transfer your Chapter 35 benefits from another school to UTM please go through <http://www.benefits.va.gov/gibill/> using VONAPP, VA Form 22-5495: "Dependents' Request for Change of Program or Place of Training."

Provide the following documents to Leanna Stephenson: lsteph20@utm.edu

- Copy of VA Form 22-5495 from VONAPP
- Copy of Certificate of Eligibility from VA
- Notify our office of any changes that you make to your schedule or major within 5 business days.

Wait:

- Depending on when you turn in your paperwork to the VA and our office, and the VA's processing time, you could see your first payment as early as the second month that you are enrolled in school or as late as 3 to 4 months into the semester. Best advice is to get registered early and get your paperwork turned in as soon as possible.

What if I don't know what I want to major in or pursue as a career?

- Review Major/Career Exploration tools at www.utm.edu/careers
- Call (731.881.7712) Career Planning & Development to schedule a career counseling appointment

How do I find a part-time job or internship?

- Review Resume Writing and Veteran Job Search Tips at www.utm.edu/careers
- Call (731.881.7712) Career Planning & Development to schedule a resume review
- Create a Handshake account (access via UTM portal) to access part- and full-time job and internship positions, sign-up for on-campus interviews and view upcoming career events
- Consider joining the Skyhawk Veteran's Association.

