

Transfer Chapter 33 (Post 9/11 GI Bill) Checklist

Complete the following checklist if you are eligible for the Post 9/11 GI Bill and have used the benefit before at 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) **Fee waived for Veterans only**
 - ◆ Admission requirements: <http://www.utm.edu/departments/admissions/transfer.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)
- Transfer your VA benefits from another school to UT Martin using <http://www.benefits.va.gov/gibill/> using VONAPP, VA Form 22-1995 "Request for Change of Program or Place of Training"
- Get registered for classes
- Meet with an advisor in your program area and develop a plan towards graduation.
- Provide the following documents to Leanna Stephenson: lsteph20@utm.edu
 - Copy of VA Form 22-1995 from VONAPP
 - Copy of Certificate of Eligibility from VA
 - Copy of DD-214, Member 4
- 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.
- Notify our office of any changes that you make to your schedule or major within 5 business days.
- Consider joining the Skyhawk Veteran's Association.

Office of Veteran Services

Thank you for Service!

Johnny Dyer
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