Use this checklist below to determine which form and/or documents you are required to submit to UCI Division of Continuing Education Student Services Office to activate your VA Education Benefits.

**Students using VA Educational Benefits must submit the following:**

- [ ] If you have never used your benefits before, submit Application for VA Education Benefit (VA Form 22-1990) OR if you have used your benefits previously, submit Request for Change of Program or Place of Training (VA Form 22-1995)
- [ ] Copy of Certificate of Eligibility (COE)
- [ ] Transcripts (unofficial acceptable) from any other post-secondary institution attended
- [ ] VA Benefits Intake Form
- [ ] VA Educational Benefits Checklist
- [ ] Quarterly Course Enrollment Certification Form
- [ ] If a dependent, you must submit the Application for Survivors’ and Dependents’ Educational Assistance (VA Form 22-5490)

**Benefits will be processed:**
When ALL forms listed above have been completed and submitted to the School Certifying Official (SCO) and ALL fees are paid in full. All standard enrollment deadlines and late fees apply.

**Subsequent Enrollments:**
Complete the Quarterly Course Enrollment Certification Form and submit it to the SCO. Your benefits will be processed once you have officially enrolled and paid for all of your courses.

**Student Responsibilities:**
- You must use your benefits for academic progress towards completion of an approved program and follow the course requirements listed for that program.
- You must pay your course fees in full at the time of registration (NOTE: This does not apply to those students using Chapter 33: Post 9/11 GI Bill® benefits).
- You must inform the SCO in writing if your personal information changes, such as your legal name, email address, and telephone number, while receiving VA benefits. The VA and UCI Division of Continuing Education are not responsible for delayed payments due to incorrect or outdated personal information.
- You must inform the SCO immediately if you are changing your program. If, at any time, you add/drop courses or if there is a change in the dates of your course, you must inform the SCO. You will be responsible for any overpayments of benefits resulting from these changes if not immediately reported. All standard enrollment and refund deadlines apply.
- You must maintain a minimum 2.0 grade point average (GPA) [and a minimum 3.3 GPA for the Postbaccalaureate Premedical Program] in order to make satisfactory progress in any UCI Division of Continuing Education program and to meet VA requirements. If you drop below a 2.0 GPA [3.3 GPA for Postbaccalaureate Premedical Program] for two quarters (even when they are not back to back) your VA benefits may be stopped. Benefits may not be reinstated until you have completed a successful quarter with a 2.0 GPA or better [and a 3.3 GPA or better for Postbaccalaureate Premedical Program].

If you have questions regarding eligibility, please contact the Department of Veteran Affairs at 1-888-GI-Bill-1.