



## West Chester University of Pennsylvania

### Office of Military & Veterans Affairs

#### How to apply for VA Benefits using VA Form 22-1990 (as of January 2017)

##### STEP 1:

- Visit the following website: <https://www.vets.gov>
- OR visit Google and type in: "VA Form 22-1990"

##### STEP 2:

- Visit [www.vets.gov](http://www.vets.gov) and select "Start Form 22-1990"

A screenshot of the VA Vets.gov website. The top navigation bar is dark blue with the 'VA Vets.gov' logo on the left, a search bar in the center, and 'Sign In | Register' on the right. Below the navigation bar, there are breadcrumb links: 'Home &gt; Education &gt; Apply for Education Benefits'. The main heading is 'Apply for Education Benefits'. Below the heading, there is a paragraph: 'If you are a Servicemember or Veteran interested in education and training opportunities, use Form 22-1990 to apply for your Certificate of Eligibility (COE)'. To the right of this text is a yellow starburst graphic with a green button that says 'Start Form 22-1990' and text below it that says 'Usually processed within 30 days'. Below the main heading and paragraph is a yellow box with a warning icon (a triangle with an exclamation mark) and the text: 'For Forms 22-1990E, 22-1990N, 22-1995, 22-5490, and 22-5495 You must apply for education benefits using eBenefits.va.gov if you are:'. Below this text is a bulleted list: '• A spouse or dependent', '• A survivor of a Veteran', '• A candidate for The National Call to Service program', and '• A current education benefit recipient who wants to change schools'. At the bottom of the yellow box is a blue button that says 'Apply on eBenefits' with an external link icon.

### **STEP 3:**

- After logging in, you will need to determine your eligibility.

#### **What are the steps to apply with Form 22-1990?**

##### **1 Prepare**

###### **Check your eligibility**

You may be eligible for more than one benefit, based on your service. When you apply, you have to pick which one you want to use:

- [Post-9/11 GI Bill](#) (Chapter 33)
- [Montgomery GI Bill](#) (MGIB-AD, Chapter 30)
- [Montgomery GI Bill Selected Reserve](#) (MGIB-SR, Chapter 1606)
- [Post-Vietnam Era Veterans' Educational Assistance Program](#) (VEAP, Chapter 32)

[An accredited representative](#)  with a Veterans Service Organization (VSO) can help you pick the right program.

###### **Learn about educational programs**

- Compare estimated benefits by school using the [GI Bill Comparison Tool](#).

[GI Bill Comparison Tool](#)

###### **What you need to fill out this application**

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility where you want to attend

### **STEP 4:**

- Next, select “Start Form 22-1990”

##### **2 Apply**

[Start Form 22-1990](#)

###### **Other Ways to Apply**

- Go to a [VA regional office](#) and have a VA employee assist you.
- Work with your school's VA certifying official. This person is usually in the Registrar or Financial Aid office at the school of your choice.
- Call 888-442-4551 (888-GI-BILL-1) from 8:00 a.m. - 7:00 p.m. ET Mon - Fri, to have the application mailed to you. Fill it out and mail it to your [VA regional claims processing office](#) .

- There are several steps that you'll need to go through in order to complete the application.

### 3 VA Review

#### How long does it take VA to make a decision?

- We usually process claims within 30 days.

#### What should I do while I wait?

- The transition from military to civilian life can be challenging. VA offers [tools and counseling programs](#) to help you make the most of your educational options.

#### What if VA needs more information?

- We will contact you if we need more information.

### 4 Decision

- We usually process claims within 30 days.
- You'll get a COE in the mail if your application was approved. Bring this to the VA certifying official at your school.

#### Checking in on the status of your application?

- We usually process claims within 30 days.
- If we've asked for documents, please upload them through the [GI Bill site](#).
- You can't make changes to your application.
- For questions about Education Benefits please call 1-888-442-4551 (1-888-GI-BILL-1) from 8:00 a.m. - 7:00 p.m. ET Mon - Fri.

- There are 8 steps for the application that you'll need to go through. Be sure to have all of your information readily available, including bank routing & account number, dates of military service and high school graduation date information. This will help you complete the application.

- 1 Veteran Information
- 2 Benefits Eligibility
- 3 Military History
- 4 Education History
- 5 Employment History
- 6 School Selection
- 7 Personal Information
- 8 Review

## Apply for education benefits (Form 22-1990)

Fill out this application to **apply for** your official Certificate of Eligibility (COE) for the education benefit you want. Before you continue, please note that the presence of form fields indicates information is being collected.

**i** You won't be able to save your work or come back to finish. So before you start, it's a good idea to gather information about your military and education history, and the school you want to attend.

This application is based on VA Form 22-1990.

[Get Started »](#)

- For Step 2, ensure that you have selected the correct benefit that you are applying for. Failure to select the correct benefit may result in a delay in processing and approval.

- ✓ 1 Veteran Information
- 2 Benefits Eligibility
  - Benefits selection
- 3 Military History
- 4 Education History
- 5 Employment History
- 6 School Selection
- 7 Personal Information
- 8 Review

### Benefits eligibility

\* Indicates a required field

**i**

- You may be eligible for more than 1 education benefit program.
- You can only get payments from 1 program at a time.
- You can't get more than 48 months of benefits under any combination of VA education programs.

Select the benefit that is the best match for you. \*

- Post-9/11 GI Bill (Chapter 33)  
[Learn more](#)
- Montgomery GI Bill (MGIB-AD, Chapter 30)  
[Learn more](#)
- Montgomery GI Bill Selected Reserve (MGIB-SR, Chapter 1606)  
[Learn more](#)
- Post-Vietnam Era Veterans' Educational Assistance Program (VEAP, Chapter 32)  
[Learn more](#)

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- After completing the Employment History, you will be asked to select a school. Be sure to include Cal U of Pa's information (as listed below). You will also be asked to enter your career goal.

**School selection**

\* Indicates a required field

In what type of education or training do you plan to enroll?

Type of education or training:

Enter the name of the school you plan to attend. It's okay if you don't have a school picked out yet.

Name of school, university, or training facility:

**Address**

Country

Street

City (or APO/FPO/DPO)

State

Zip code

Education or career goal (for example, "Get a bachelor's degree in criminal justice" or "Get an HVAC technician certificate" or "Become a police officer.")

- After you complete your application and submit to the VA, you will receive confirmation number. Be sure to save this information for future use, if needed.

- ✓ Veteran Information
- ✓ Benefits Eligibility
- ✓ Military History
- ✓ Education History
- ✓ Employment History
- ✓ School Selection
- ✓ Personal Information
- ✓ Review

## Claim received

Normally processed within **30 days**

VA may contact you for more information or documents.  
*Please print this page for your records.*

### Education Benefit Claim (Form 22-1990)

for Sydney B Asure

#### Benefit claimed

Montgomery GI Bill Selected Reserve (MGIB-SR or Chapter 1606) Educational Assistance Program

#### Confirmation number

vets\_gov\_education\_benefits\_claim\_34710

#### Date received

Jan 17, 2017

#### Your claim was sent to

Eastern Region  
VA Regional Office  
P.O. Box 4616  
Buffalo, NY 14240-4616

No documents required at this time

+

Need help? If you have questions, call 1-888-442-4551 (1-888-GI-BILL-1) from 8:00 a.m. - 7:00 p.m. ET Mon - Fri.

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- Once you receive your Certificate of Eligibility, please ensure you send a copy to the Cal U Office of Military & Veterans Affairs:
  - [prah@calu.edu](mailto:prah@calu.edu) or [veterans@calu.edu](mailto:veterans@calu.edu)
- For more information on Military & Veterans benefits, please visit:
  - [www.calu.edu/veterans](http://www.calu.edu/veterans) OR
  - [www.calu.edu/prospective/veterans/index.htm](http://www.calu.edu/prospective/veterans/index.htm)