



## Veterans Benefits at Mary Baldwin University: How to Apply

**Step 1: Apply for Benefits through the VA** - Contact the VA with questions about the application process and/or your eligibility at 1-800-442-4551.

- First-time VA Benefit Recipients
  - Apply online at <https://www.va.gov/how-to-apply/>
- Recipients of Post-9/11 GI Bill® Transfer of Benefits
  - Step 1: Veteran (parent or spouse) applies to transfer benefits to child or spouse at <https://www.va.gov/education/how-to-apply/>
  - Step 2: Student applies to receive the benefits also at <https://www.va.gov/education/how-to-apply>
- Students Transferring Benefits from Another College
  - Complete the Request for Change of Program or Place of Training (Form VA-22-5495 for Chapter 35 recipients, Form VA-22-1995 for all other chapters)
    - Forms can be completed electronically at <https://www.va.gov/education/how-to-apply/>
    - Submit a copy of the completed form to the MBU Financial Aid Office for your file

**Step 2: Notify the MBU School Certifying Official (SCO) or the Financial Aid Office to advise that you have applied for and intend to receive benefits**

- MBU School Certifying Official (SCO): Lisa Newman, [ldnewman@marybaldwin.edu](mailto:ldnewman@marybaldwin.edu), 540-887-7288
- Financial Aid Office: [finaid@marybaldwin.edu](mailto:finaid@marybaldwin.edu), 540-887-7022

**Step 3: Submit a copy of your Certificate of Eligibility to the SCO or Financial Aid Office**

- If you have not yet received the Certificate of Eligibility
  - Submit written notice to the SCO or Financial Aid Office of your intent to enroll in courses and use GI Bill® Benefits. Include:
    - Your first and last name
    - The program in which you intend to enroll (residential, online, graduate, professional, teacher education benefit, etc.)
    - The chapter of benefits you will be using
  - Once you receive your Certificate of Eligibility, submit a copy to the SCO or Financial Aid Office

**Step 4: Each semester, complete a form requesting your enrollment be certified to the VA and submit a copy of your degree audit.**

- Your degree audit will verify the classes that are eligible to be certified for VA benefits.
- The SCO will submit enrollment and tuition/fee information when the form is received around the beginning of the semester.
  - There is generally a lag time of several weeks before the VA begins sending benefits.
  - Benefits not sent directly to the school are paid at the end of each month directly to an account set up by the student with the VA.

### **Important Notes:**

Students must contact the SCO if they have a change in VA Benefits Chapter, eligibility, stop attending class, or make changes to enrollment, address, phone number, or academic major during the semester.

The VA only “counts” completed classes that are needed for your program of study. If you withdraw from a class, stop attending classes, choose the “No Credit” option, or add classes, your benefits may change.

### **Questions:**

Contact the VA about the application process and/or your eligibility at 1-800-442-4551.

Contact the MBU School Certifying Official, Lisa Newman, for questions about receiving benefits at MBU or other questions regarding your enrollment certification at [ldnewman@marybaldwin.edu](mailto:ldnewman@marybaldwin.edu) or 540-887-7288.