Get accepted to the University of Montana by applying at [http://umt.edu/future](http://umt.edu/future)

Fill out the Veterans Online Application (VONAPP) to apply for VA Education Benefits

- Have a copy of the form DD-214 handy for your service entry/exit dates
- Have bank information accessible.
  - To fill out the VONAPP, go to [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov)
  - If you already have a VONAPP account you can click on “I Have Used VONAPP Before”
  - Click Continue two times, then click “No, Create a VONAPP Account”
  - Create a username with a password and provide an email address
    - Please write user/password information down
  - Once a Login is created, choose the form needed to apply for benefits
    - Chapter 30, 33, 1606, and 1607(REAP) need to complete form 22-1990
    - Chapter 31 students must complete form 22-1990 FIRST and then complete form 22-1900
    - Chapter 33 Transfer of Eligibility students complete form 22-1990E
    - Chapter 35 needs to complete form 22-5490
  - Complete the selected form; after completed, print 2 copies, one for personal records and one for the VETS Office records
  - After the VONAPP is completed the VA will send two letters: the first letter will state that the application has been received by the VA and is being processed, the second letter is an award letter from the VA stating what GI Bill chapter was awarded (for chapter 33 it will show the entitled percent).
    - Please provide a copy of the award letter to the VETS Office

Submit your military transcripts

- Go to [https://jst.doded.mil/smart/signIn.do](https://jst.doded.mil/smart/signIn.do) to retrieve your military transcripts
- Click “Register” under “Register to use this system” at the top of the page
- Complete registration
- Click on enter
- At the top of the main page click Transcript
- Click on Official Transcript Request
- Search “Montana”
- In the search results find University of Montana with the address of Lommasson Center 101 and click it
- Check the read and agree box then click Yes
- Print a copy of the last page for your own records

Apply for Federal Financial Aid (We advise all students to apply for FAFSA even if they are not planning to accept loans.)

- You will need your tax return information for the previous tax year
For any questions about Federal Financial Aid, contact the Financial Aid Office at (406) 243-5373

- **You are not required to accept federal financial aid** if you apply. Keep in mind, if you accept a financial aid student loan package, you will still be required to pay it back later.

### Degree Plan
- All students using VA educational benefits need to provide the VETS Office with a degree plan.
  - **Students will not be certified with the VA past their first term until a degree plan is submitted.**
  - A degree plan should contain only REQUIRED courses you need to graduate
  - Veterans advisers for each department can be found online at [www.umt.edu/uac/vets](http://www.umt.edu/uac/vets)

### Obtain an Advising Number
- Contact the Undergraduate Advising Center to arrange for an advising number
  - To make an appointment with Undergraduate Advising call (406) 243-2835
  - **You cannot register for classes without an advising number**

### Register for classes
- Go to [www.umt.edu/cyberbear](http://www.umt.edu/cyberbear) and login using the students NetID
  - The Net ID is the login used for students accounts
  - The Net ID is mailed to the student and can also be found on the University of Montana website on the CyberBear login screen right below the sign in box is a link called “What’s my NETID” Click on that and follow the instructions to get a NetID.
- Click on the “Student Services and Financial Aid” then Click on “Registration,” finally click on the “Register/drop/add classes”
- Select a term to register for (Spring, Autumn, Summer) and then click “submit”
- Enter advising number
- Start a search for classes to by clicking on subject (ex., “Mathematics”) and then click the “Course Search” button
- Select the class then click “View Section” Button
- Choose a section to take by checking the small box to the right, then click the “Register” button at the bottom of the page
  - To remove a class, click on the drop down arrow, select “drop” and then click “submit changes”

### Submit Notification of Intent Form
- Go to [www.umt.edu/veterans](http://www.umt.edu/veterans) and click on big red “Notification of Intent Form” button.
- Login with NETID and Password
- Read information screen, then press continue
- Fill out form, and press submit
  - **STUDENTS MUST SUBMIT A NOTIFICATION OF INTENT FOR EVERY SEMESTER TO RECEIVE BENEFITS**
  - If a Notification of Intent form is not submitted prior to the first day of term, payments from the VA may be delayed.
- Ensure that you provide the VETS Office with:
  - a copy of your DD214 and Certificate of Eligibility
  - a copy of your VONAPP