UNIVERSITY OF MONTANA VETS OFFICE

GENERAL CHECKLIST

☐ Benefits description by chapter:
  o Chapter 30  Montgomery GI Bill Active Duty
  o Chapter 31  Vocational Rehabilitation
  o Chapter 33  Post 9/11 GI Bill (Includes Transfer of Eligibility) / Fry Scholarship
  o Chapter 35  Dependents Education Assistance
  o Chapter 1606/1607  Montgomery GI Bill Reservist or National Guard / REAP

☐ Get accepted to the University of Montana (UM) or Missoula College by applying at:
  http://www.umt.edu/admissions/
  o During the application process, verify residency, if out of state the VETS Office will need to verify whether you are eligible for the Yellow Ribbon Program or the Veterans Choice Act.

☐ Applying for VA Education Benefits
  o *VETERANS WILL NEED A DD-214 OR NEED TO KNOW THEIR START AND END DATES FOR THEIR MILITARY SERVICE AND EVERYONE WILL NEED CHECKING ACCOUNT INFORMATION
  
  o For Veterans first time applying for VA education benefits: https://www.vets.gov/
    ▪ Follow the directions on the website, if you have problems contact the VETS Office.

  o For a family member, a candidate for the National Call to Service Program, or if you are changing schools. Fill out the Veterans Online Application (VONAPP) to apply for VA Education Benefits: www.vabenefits.vba.va.gov
    ▪ Click on “I am a New VONAPP User” to create a new account. If you already have an account, you can click on “I Have Used VONAPP Before.”
    ▪ Create a username with a password and provide an email address.
    ▪ Once a Log-in is created, choose the form needed to apply for benefits:
      • Chapter 30, 33 (applied VA education benefits before), 1606 and 1607 need to complete form 22-1990.
      • Chapter 31 students need 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. (Write down confirmation information)
    ▪ After the VONAPP is completed, the VA will notify you of the status.
    ▪ (Chapter 33 ONLY) You will need to provide a copy of the Certificate Of Eligibility (COE) to the VETS Office, and we need to have a copy on file dated within one year from the start of each semester; otherwise, we cannot give the VA estimated credit to help pay/finalize your bill. We recommend turning in a COE every time the VA sends a new one. *YOUR BILL IS ULTIMATELY YOUR RESPONSIBILITY

☐ Submit your military transcripts: https://jst.doded.mil/smart/signIn.do
  o Click “Register” under “Register to use this system” at the top of the page and complete registration.
  o At the top of the main page, click Transcript.
  o Click on Official Transcript Request. (Electronic)
  o Search “Montana.”
  o In the search results, find University of Montana with the address of 32 Campus Drive.

Revised February 2017
**Apply for Federal Financial Aid** (We advise all students to apply for FAFSA even if you are not planning to accept loans.): [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- You will need your tax return information for the previous two tax years.
- **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.

**Approved Degree Plan** *WE WILL NOT CERTIFY A CLASS UNLESS IT IS ON YOUR DEGREE PLAN*
- All undergraduate students using VA educational benefits (excluding Chapter 31 VA Voc Rehab) need to provide the VETS Office with a degree plan from their advisor: [http://www.umt.edu/undergrad-advising-center/vets](http://www.umt.edu/undergrad-advising-center/vets) (Signed or Email from advisor)
  - Degree plans are NOT required for your first term.
  - A degree plan will contain only REQUIRED courses you need to graduate, activities courses are not approved for VA education benefits.

**Obtain an Advising Number** *YOU CANNOT REGISTER FOR CLASSES WITHOUT AN ADVISING NUMBER*
- Contact the Undergraduate Advising Center (UAC) or your department’s veteran advisor to arrange for an advising number.

**Register for classes through cyber bear** *SEE ADVISOR OR UAC FOR ASSISTANCE IF NECESSARY*

**Submit Notification Of Intent (NOI) Form** *YOU MUST SUBMIT A NOI EVERY SEMESTER YOU WANT TO USE BENEFITS*
- Go to [www.umt.edu/veterans](http://www.umt.edu/veterans) and click on “Notification of Intent Form.”
- Login with NETID and Password and fill out form.
  - If a NOI is not submitted 45 days prior to the first day of the term payments from the VA may be delayed.
  - If eligible and you want to request advanced pay, the NOI must be in 45 days prior to the first day of the term. We recommend discussing advanced pay with the VETS Office if you are not familiar with it.
  - If using Tuition Assistance notify VETS Office when submitting your NOI in the notes section.

**Tuition Assistance (TA):** [https://www.goarmyed.com/](https://www.goarmyed.com/) *VETS OFFICE DOES NOT PROCESS TA*
- The Student Accounts Office is your Point Of Contact (POC) to process payments at UM.
- The Montana Army National Guard Education Center is your POC for TA process questions.

**Contact Information**
- VETS Office ~ 1000 E Beckwith Ave ~ (406)-243-2744 ~ vetsoffice@mso.umt.edu
  - Outpost for easy drop off is located in the Lommasson in Grizz Central
- UAC ~ Lommasson 269 ~ (406)-243-2835 ~ officeforstudentsuccess@umontana.edu
- Financial Aid ~ Lommasson 218 ~ (406)-243-5373 ~ faid@mso.umt.edu
- Registrar’s Office ~ Lommasson 201 ~ (406)-243-2995 ~ registration@umontana.edu
- Student Accounts ~ Lommasson in Grizz Central ~ (406)-243-2223
- National Guard Education ~ (406)-324-3236 ~ ngmilitary@ng.army.mil
- WAVE Hotline ~ 1-877-823-2378 ~ [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave)
- eBenefits ~ [https://www.ebenefits.va.gov/ebenefits/homepage](https://www.ebenefits.va.gov/ebenefits/homepage)