



UNIVERSITY OF MONTANA VETS OFFICE



GENERAL CHECKLIST

Benefits description by chapter:

- Chapter 30 Montgomery GI Bill ® Active Duty
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill ® (Includes Transfer of Eligibility) / Fry Scholarship
- Chapter 35 Dependents Education Assistance
- Chapter 1606 Montgomery GI Bill Reservist or National Guard / REAP

Get accepted to the University of Montana (UM) or Missoula College:

- 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

- **For Veterans, family members, a candidate for the National Call to Service Program, or if you are changing schools apply for VA education benefits: www.vets.gov**
 - Veterans will need to provide start and end dates for their military service and all applicants will need to provide their bank account and routing number for direct deposit.
 - Follow the directions on the website, if you have problems contact the VETS Office.
 - Complete the selected form. (Write down confirmation information)
 - After the application 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**

Obtain an Advising Number *YOU CANNOT REGISTER FOR CLASSES WITHOUT AN ADVISING NUMBER

- Contact the Undergraduate Advising Center (UAC) or your department's advisor. www.umt.edu/uac
- Register for classes through Cyber Bear

Submit Notification Of Intent (NOI) Form *YOU MUST SUBMIT A NOI EVERY SEMESTER YOU WANT TO USE BENEFITS

- Go to 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 (Ch 30, Ch 35, Ch 1606) 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.

Approved Degree Plan

- All undergraduate students using VA educational benefits (excluding Ch 31) need to provide the VETS Office with a degree plan from their advisor: (Signed copy, Emailed, or reviewed in degree works by advisor (advisor needs to email our office to notify))
 - A degree plan will contain only REQUIRED courses you need to graduate; we will not certify a class not approved by your advisor, activities courses will not be approved for VA education benefits.

Optional Information:

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

- **Apply for Federal Financial Aid:** www.fafsa.ed.gov
 - We advise students to apply for FAFSA even if you are not planning to accept loans
 - 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.

- **Tuition Assistance (TA):** *VETS OFFICE DOES NOT PROCESS TA PAYMENTS, WE REPORT GRADES AND ATTENDANCE
 - 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.
 - TA **CANNOT** be used for the same classes you use Chapter 1606 benefits for.

- **Contact Information**
 - VETS Office ~ 1000 E Beckwith Ave ~ (406)-243-2744 ~ vetsoffice@mso.umt.edu
 - Missoula College ~ Room 133 ~ (406)-243-7844
 - Outpost for easy drop off is located in the Lommasson in Grizz Central
 - UAC ~ Lommasson 269 ~ (406)-243-2835 ~ officeforstudentsuccess@umontana.edu
 - Advisor List: <http://www.umt.edu/undergrad-advising-center/advisingdirectory.php>
 - 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
 - Admissions Office ~ 101 Lommasson Center ~ (800)-462-8636 ~ www.umt.edu/admissions/
 - National Guard Education ~ (406)-324-3236 ~ ngmilitary@ng.army.mil ~ www.goarmyed.com/
 - VA Hotline ~ (888)-442-4551 ~ www.benefits.va.gov/gibill/index.asp
 - VA Voc Rehab ~ (406)-258-1084 ~ www.benefits.va.gov/vocrehab/
 - WAVE Hotline ~ (877)-823-2378 ~ www.gibill.va.gov/wave
 - eBenefits ~ www.ebenefits.va.gov/ebenefits/homepage

- **Frequently Asked Questions (FAQ)** *CONTACT THE VETS OFFICE DIRECTLY WITH FURTHER QUESTIONS
 - Q: When will I receive my Pell grant?
 - A: Student accounts does not charge the VA tuition and fees until after the third week of class; once the VA payment is received, the school will refund any remaining positive balance.
 - Q: Why is the school saying I have not paid my bill?
 - A: It is a student’s responsibility to pay their bill in Cyberbear, regardless of which benefit you are using. Paying your bill is finalizing your registration.
 - Q: I am not a Montana resident, how can I get residency?
 - A: Each individual has to be evaluated on a case-by-case basis for residency or the Yellow Ribbon program based on military service by a School Certifying Official from the VETS Office.
 - Q: When will I receive my housing allowance/monthly stipend?
 - A: Housing/stipend payments from the VA are made in arrears, meaning payments are paid on the first of the month for the previous month’s eligibility.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.