ABOUT THE MONTGOMERY GI BILL

- Benefit that service members paid into during time of service.
- Must have at least two years of active duty.
- Monthly stipend based off course schedule reported to the VA each term.
- Cannot be used with Federal Tuition Assistance (FTA).

REQUIRED PAPERWORK

FIRST TIME USING BENEFIT

Fill out VONAPP 22-1990 by visiting
https://www.benefits.va.gov/gibill/apply.asp
A COE will be mailed by the VA to address on VONAPP

- Certificate of Eligibility (COE): from VA
- Degree Audit: from Academic Advising
- Semester Enrollment Form: from Veteran Services
- Current Fee Bill: from Registration & Student Records

ADDITIONAL PAPERWORK

SERVICE MEMBERS/VETS

- DD-214 (Member 4 Copy): if applicable
- Military Transcripts: Information on how to obtain your transcript on the other side of this page

TRANSFER STUDENTS

- 22-1995 Form: Information needed to transfer schools and/or change majors

IMPORTANT

VERIFICATION must be called in at the end of the month, every month, for payment
- WAVE (verification number) 1-877-823-2378

DROP/ADD A CLASS if you make a change in your schedule notify the Veteran Services office
- All registered classes must be on your degree audit
Veteran Services

How to Obtain Your Military Transcript

All branches (except Air Force):
Visit: https://jst.doded.mil/smart/signIn.do
  • Request an Official Joint Service Transcript
  • Create a login or use a CAC to sign-in


Monthly Stipend

<table>
<thead>
<tr>
<th>Training Time</th>
<th>Undergraduate</th>
<th>Fall or Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td></td>
<td>Full term = 12 credits</td>
<td>12 week term = 8 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 week term = 8 credits</td>
<td>8 week term = 6 credits</td>
</tr>
<tr>
<td>Three-Fourth Time</td>
<td></td>
<td>9-11 credits</td>
<td>12 week term = 5 credits</td>
</tr>
<tr>
<td>Half-Time</td>
<td></td>
<td>6-8 credits</td>
<td>8 week term = 3 credits</td>
</tr>
<tr>
<td>Less Than ½ Time</td>
<td></td>
<td>1-5 credits</td>
<td></td>
</tr>
</tbody>
</table>

Next Steps

Check your Sinclair Email. You will receive an email from VA Once when your certification has been processed and sent to the VA.

Every Semester you will need to supply Veteran Services with the following:
  □ Semester Enrollment Form
  □ Current Fee Bill

VA Contact Information

VA Regional Office - St. Louis
Website: www.gibill.va.gov
Phone: (888) 442-4551

WAVE
Website: https://gibill.va.gov/wave/
Phone: (877) 825-2378

Sinclair Veteran Services Contact Information

Dayton Campus, Building 11, Room 11342
Website: www.sinclair.edu/veterans
Phone: (937) 512-2586
Email: veterans@sinclair.edu
Fax: (937) 512-2199

www.sinclair.edu

8/2016