ABOUT VOCATIONAL REHABILITATION

- Veterans that have a VA rated disability of 20% or higher and are approved for the program from a VA Vocational Rehabilitation Counselor.
- Covers tuition, most fees and books/supplies for each class per term.
- A monthly stipend is based off course schedule reported to the VA each term.

REQUIRED PAPERWORK

First time using benefit
Fill out VONAPP 22-1900 by visiting https://www.benefits.va.gov/gibill/apply.asp
A VA Counselor will contact you after your application is complete.

☑ Certificate of Eligibility (COE) Form 28-1905: from your Vocational Rehabilitation Counselor
☑ Permission to Release Grades Form: from Veteran Services
☑ 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

☑ 28-1905 Form: Updated form needed from your VA counselor

IMPORTANT

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.
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 – CLEVELAND
Website: www.gibill.va.gov
Phone: (216) 522-3535

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