

# HOW TO RECEIVE VETERAN BENEFITS



UNIVERSITY  
*of* HAWAII®  
WEST O'AHU

**FIRST-TIME USERS OF VA BENEFITS**  
**TRANSFER STUDENTS**  
**CONTINUING STUDENTS**  
**VETERAN READINESS AND EMPLOYMENT**

(CHAPTER 31)



UH West O'ahu is dedicated to supporting our military, veteran students, and family members. We recognize the unique experiences that come with serving in the armed forces and are grateful for the service and sacrifice provided in the defense of our great nation. The information provided below is aimed to help you receive your educational benefits. You may also contact our office if you need further assistance.

## 5 STEPS TO RECEIVING YOUR VA BENEFITS

1. Submit a copy of your **VA Certificate of Eligibility** to the Office of the Registrar.
2. Meet with an Academic Advisor prior to registration to determine what courses are required to complete your degree program. All courses must be applicable to your degree program in order to be certified ([westoahu.hawaii.edu/advising](https://westoahu.hawaii.edu/advising)).
3. Register for classes ([star.hawaii.edu](https://star.hawaii.edu)).
4. Submit the **Veteran Student Enrollment Certification Form** (available at [westoahu.hawaii.edu/registrar/#registrar-forms](https://westoahu.hawaii.edu/registrar/#registrar-forms)).
5. If taking courses at another UH System campus, submit the **Veteran Student Concurrent Enrollment Certification Form**.

## FIRST TIME USERS OF VA BENEFITS

If you have never received benefits before, complete the following steps to begin the process:

1. Determine which education benefit you may qualify for by visiting [benefits.va.gov/gibill](https://benefits.va.gov/gibill) or calling the VA at 1-888-442-4551.
2. Apply for benefits at the VA website ([va.gov/education/how-to-apply](https://va.gov/education/how-to-apply)).
3. Once you have been determined eligible to receive benefits, the VA will mail you a Certificate of Eligibility (COE).
4. Upon receipt of your COE, submit a copy to the Office of the Registrar by using the UH West O'ahu Secure File Transfer at [westoahu.hawaii.edu/sft](https://westoahu.hawaii.edu/sft) and select the "Veteran Affairs Department."

Forms available at [westoahu.hawaii.edu/registrar/#registrar-forms](https://westoahu.hawaii.edu/registrar/#registrar-forms)

## TRANSFER STUDENTS

If you have previously used your VA educational benefits at a prior college or university, submit one of the following to the VA:

- Veterans receiving benefits under the Post-9/11 GI Bill®, MGIB-AD, MGIB-SR, VEAP, and REAP will need to submit the **VA Form 22-1995** "Request for Change of Program or Place of Training."
- Dependents receiving benefits under the Post-9/11 GI Bill® or the Dependents' Education Assistance Program will need to submit the Dependents' Request for Change of Program or Place of Training **VA Form 22-5495**.

Forms are available at [va.gov/education/change-gi-bill-benefits](https://va.gov/education/change-gi-bill-benefits).

## CONTINUING STUDENTS

Upon registering for classes, submit the appropriate **Veteran Student Enrollment Certification Form** (available at [westoahu.hawaii.edu/registrar/#registrar-forms](https://westoahu.hawaii.edu/registrar/#registrar-forms))

## VETERAN READINESS AND EMPLOYMENT

Contact your VR&E Counselor and have them send a **VR&E e-Authorization** directly to UH West O'ahu.

## CONTINUING YOUR BENEFITS

Continuation of your benefits from semester to semester is not automatic. Recertification is required for each semester you plan to use your benefits. If you wish to continue to use your VA benefits, please submit your Veteran Student Enrollment Certification forms every semester that you would like to have your enrollment certified.

## CHANGES TO REGISTRATION (ADD/DROP)

Any changes to your registration after your initial certification must be reported to the Office of the Registrar. Use the **Veteran Student Change in Enrollment Form** to report changes to your UH West O'ahu registration. If you are taking classes concurrently, at another UH campus, use the **Veteran Student Concurrent Enrollment Form** to report those changes to your registration. *Failure to do so may result in over/underpayment by the VA and may lead to a student debt to the Department of Veterans Affairs or the University.*

## MILITARY TUITION ASSISTANCE

Eligible Service members who plan to use Tuition Assistance (TA) should receive approval from their Education Services Officer (ESO) or military counselor within their Service prior to enrollment.



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## CONTACT US

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Website: [westoahu.hawaii.edu/registrar/#veteran-benefits](https://westoahu.hawaii.edu/registrar/#veteran-benefits)

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