HOW TO RECEIVE
VETERAN BENEFITS

FIRST-TIME USERS OF VA BENEFITS
TRANSFER STUDENTS
CONTINUING STUDENTS
VOCATIONAL REHABILITATION STUDENTS
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 ([westoauh.hawaii.edu/advising](http://westoauh.hawaii.edu/advising)).

3. Register for classes ([star.hawaii.edu](http://star.hawaii.edu)).

4. Complete the Veteran Student Enrollment Certification Form (available at [westoauh.hawaii.edu/forms](http://westoauh.hawaii.edu/forms)) and submit it to the Office of the Registrar.

5. Submit the Concurrent Enrollment Certification Form ONLY if taking courses at another UH System campus.

**FIRST TIME USERS OF VA BENEFITS**

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

- Submit an application at the VA website ([benefits.va.gov/gibill/apply.asp](http://benefits.va.gov/gibill/apply.asp)). Once you have been determined eligible to receive benefits, a Certificate of Eligibility (COE) will be mailed to you. Submit a copy of the COE to the Office of the Registrar.

- If you have not yet received your COE, but you have already applied for it on the VA website, and would like to start the process to receive your benefits, please inquire with the VA Certifying Official at UH West O‘ahu.

- To determine which educational benefit you may qualify for, please contact the VA at 1-888-442-4551 or visit their website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

Forms available at [westoahu.hawaii.edu/forms](http://westoahu.hawaii.edu/forms)
TRANSFER STUDENTS

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

- Individuals 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.”
- Individuals receiving benefits under 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 benefits.va.gov/gibill or the Office of the Registrar.

CONTINUING STUDENTS

Upon registering for classes, submit the appropriate Veteran Student Enrollment Certification Form for classes you plan to take at UH West O’ahu to the Office of the Registrar.

VOCATIONAL REHABILITATION STUDENTS

Contact your counselor at the Department of Vocational Rehabilitation to have the VA Form 28-1905 verifying and approving your educational benefits sent to the Office of the Registrar.

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 enrollment information forms every semester that you wish to use them.

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.