HOW TO RECEIVE
VETERAN BENEFITS

FIRST-TIME USERS OF VA BENEFITS
TRANSFER STUDENTS
CONTINUING STUDENTS
VETERAN READINESS AND EMPLOYMENT
(CHAPTER 31)
Form available at westoahu.hawaii.edu/registrar/#registrar-forms

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

1. Submit an application at the VA website (va.gov/education/how-to-apply). 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 by using the UH West O’ahu Secure File Transfer at westoahu.hawaii.edu/sft and select the “Veteran Affairs Department.”

2. 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.

Forms available at 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:

- 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.

CONTINUING STUDENTS

Upon registering for classes, submit the appropriate Veteran Student Enrollment Certification Form (available at 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.