



VA Step-by-Step Guide



2021-2022 Academic Year: FALL 2021, SPRING 2022, SUMMER 2022

Using VA Benefits with CTC Step-by-Step Guide

1. APPLYING - WHAT'S REQUIRED AT CENTRAL TEXAS COLLEGE?

Apply for Admission to CTC (It's FREE!)

- ✓ Non-Texas Residents: <https://ctc4me.force.com/apply>
- ✓ Texas Residents: www.applytexas.org

Choose a Degree

- ✓ <http://www.ctcd.edu/academics/programs-of-study/>

Submit Transcripts to CTC

- ✓ Submit to CTC, Prior College transcripts, if applicable.
- ✓ Request Official Joint Services Transcript: <https://jst.doded.mil/official.html>
- ✓ Air Force: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

Veterans & Active Duty:

- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, **VA Form 22-1990 Initial Application for Benefits.**
- ✓ Submit to the VA, **VA Form 22-1995** and list the degree program and CTC on the form.
- ✓ Submit to CTC, A copy of the "Certificate of Eligibility" or "Letter of Eligibility" from the VA.
- ✓ For Chapter 31 it is advised they call their VA rehabilitation counselor first.

Family Member using Transferred Chapter 33 Benefits:

- ✓ Website for Transfer of Benefits GIBILL: <https://www.dmdc.osd.mil/milconnect/faces/quickLinks.jsp?page=teb>
- ✓ Receive the letter from the branch of service approving the transfer of benefits.
- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, **VA Form 22-1990E, Application for Family Member to use Transferred Benefits**
- ✓ Submit to CTC, A copy of the "Certificate of Eligibility" or "Letter of Eligibility" from the VA.

Chapter 35 dependents:

- ✓ Apply at www.vets.gov or at <https://www.ebenefits.va.gov/>
- ✓ Submit to the VA, **VA Form 22-5490 Initial Application for Benefits.**
- ✓ Transfer students Submit to the VA, **VA Form 22-5495 Request for Change of Program.**

Note: The address for Central Texas College for applying for all VA & Financial Aid benefits is: Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800

Enroll in a CTC class:

- ✓ Go online and visit <http://www.ctcd.edu/locations/europe/> to find your local CTC Office at the Education Center or contact the Europe Online Mentor: Online.Mentors@europe.ctcd.edu

Register and pay for classes

- ✓ Chapter 33 VA 9/11 Students pay a percentage based off their eligibility letter. Distance Learning (DL) classes follow a different schedule. Find out if you qualify for the Yellow Ribbon program to have DL classes covered 100%.
- ✓ Chapter 30, 32, 35, 1606, 1607 Self Pay
- ✓ Chapter 31 VA Voc-Rehab students follow a slightly different procedure. Contact financial.aid@europe.ctcd.edu for details.

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financial.aid@europe.ctcd.edu

WebAdvisor: <https://webadvisor.ctcd.org>

CTC Bookstore: www.ctcbookstore.com

eForms: <https://etcentral.ctcd.edu/>

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Request Certification (approval for payment) of Your Courses (continued from Page 1):

- ✓ You must advise the Office of Veteran Services each semester/term of courses in which you are enrolled. **If you do not request certification your course will not be sent to the VA and you will not receive reimbursement or monthly stipends.**
- ✓ Each time that you register for courses, you must complete the CTC eTrieve **Veterans Enrollment Certificate (VEC)**.
- ✓ Please login and fill out the eForm worksheet here: <https://etcentral.ctcd.edu/>
- ✓ And fill out eForm "Veterans Enrollment Certificate - VEC"



eTrieve Login and Instruction Information:

- ✓ Username: Your WebAdvisor username (lowercase "c" plus seven-digit CTC ID). If applicable, ensure leading zeros are entered.
- ✓ Password: "Go to <https://etcentral.ctcd.edu/> and select "Forgot your username and password".
- ✓ Type the email you have on file with Central Texas College and click Continue. A password will be sent to the e-mail on file.
- ✓ If help is needed please contact help.desk@ctcd.edu or financial.aid@europe.ctcd.edu

- ✓ eForm FAQ: <http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/>
- ✓ Commonly students will need to attach documents to the eForm.

- ✓ Click "Attachments"

1. Click "Upload File(s)" and find the file.
2. Click "Open"
3. Wait for the red number to show up:



- ✓ Common documents students may need to attach if requested:
 - ✓ DD-214
 - ✓ VA "Certificate of Eligibility" or "Letter of Eligibility"
- ✓ Choose Destination "Outside Texas and Overseas"
- ✓ Click "Submit" to submit the VEC form.

Self Certify Your Enrollment Monthly to the VA.

Veterans drawing benefits under **Chapter 30, 32, 1606 or 1607** are required to send in monthly self certification of their attendance. CTC provides course certification but student certification can only come from the student. Directions on this process should come to you in the mail from the VA. If you did not receive them please contact the VA directly at 888-442-4551 or 918-781-7880 OR muskprpo@vba.va.gov OR www.gibill.va.gov and click "Contact VA."

The earliest this can be done is the last day of the month. Monthly verification can be done via one of the following three ways:

- ✓ Internet - WAVE (Web Automated Verification of Enrollment) <https://www.gibill.va.gov/wave/>
- ✓ Telephone - Using Interactive Voice Response (IVR) 1-877-823-2378

NOTE: Failure to self-certify will cause your benefits to stop. You must do this every month or you will not get paid!

Changing Degree Plans

- ✓ Submit VA Form 22-1995 to the VA at www.vets.gov or at <https://www.ebenefits.va.gov/>.
- ✓ Chapter 35 students submit VA Form 22-5495 at www.vets.gov or at <https://www.ebenefits.va.gov/>.

Parent Letter Request

- ✓ Guest Students submit a Parent Letter from their degree seeking parent institution.
- ✓ If you are a CTC degree seeking student taking courses at another school request from CTC a Parent Letter.

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