

MONTGOMERY GI BILL – ACTIVE DUTY, CHAPTER 30 – TRANSFER STUDENTS

- Complete the VA form [22-1995](#) (*black ink only*). Submit the application to the APSU Office of Veterans Affairs. **OR** Complete the Veterans ON-line APPlication (VONAPP) at <http://vabenefits.vba.va.gov/vonapp/main.asp>. Submit a copy of the application to the APSU Office of Veterans Affairs.
- Provide a photocopy of your DD214 (*member 4 copy*)
- Proof of Additional College Fund or Kicker (*if applicable*)
 - a. College Fund – enlistment contract
 - b. MGIB Additional – Proof of \$600 pay in. (*cash collection voucher, LES, DFAS statement*)
- Read and submit the [Certificate of Understanding](#)
- Complete the APSU Office of Veterans Affairs' Online Orientation at <http://www.apsu.edu/vaoffice/orientation.aspx>
- Must complete the [Certification Request Form](#) (CRF) once registered. If attending the Fort Campbell Center may complete the CRF as soon as the appropriate terms class schedule is published.
- Must obtain a [Prior Credit Evaluation](#) by an approved VA Academic Advisor (*pamphlet with a list of approved advisors is enclosed*).
 - a. Undergraduates may have up to two terms to get the Prior Credit Evaluation completed.
 - b. Graduate students must submit their Prior Credit Evaluation/Program of Study at the end of their first term.
- Return all documents to:
 - a. Main Campus – Ellington Building Room 135, **or**
 - b. Ft Campbell – Education Center, Room 137

Remember it may take the U.S. Department of Veterans Affairs up to 30 to 60 days to process your VA claim (application).

