

Department of Defense Transfer of Education Benefits

Active Duty service member

- Complete the DoD Transferability of Education Benefits (TEB) at <https://www.dmdc.osd.mil/TEB/>. Family member must be under DEERS. Submit a copy of the approval with the application to the APSU Office of Veterans Affairs.

Student

- Complete the Veterans ON-line APPLication (VONAPP) at <http://vabenefits.vba.va.gov/vonapp/main.asp> or complete the paper VA form 22-1990e (*black ink only*). Submit the copy of the completed application to the APSU Office of Veterans Affairs.
- Upon approval and receipt of your Certificate of Eligibility from U.S. Department of Veterans Affairs, submit a copy to the APSU Office of Veterans Affairs.
- Read and Submit the APSU Office of Veterans Affairs' Certificate of Understanding and the Post 9/11 GI Bill Statement of Understanding.
- Complete the APSU Office of Veterans Affairs' Post 9/11 GI Bill, Chapter 33 Online Orientation at <http://www.apsu.edu/vaoffice/orientation.htm>
- Must complete the APSU Office of Veterans Affairs' Certification Request Form (CRF) once registered. If attending the APSU Center at Fort Campbell, you may complete the CRF as soon as the appropriate term's class schedule is published.
- Must obtain a Prior Credit Evaluation (program of study outline) by an approved VA Academic Advisor
 - a. Undergraduates may have up to two terms to get the Prior Credit Evaluation (degree program outline) completed.
 - b. Graduate students must submit their Prior Credit Evaluation (Approved Graduate Program of Study that is submitted to the College of Graduate Studies) 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 90 to 120 days to process an initial VA claim (application).



Good luck on your educational goals.