

## DEPENDENTS' EDUCATIONAL ASSISTANCE CHAPTER 35 - TRANSFER STUDENT

- Complete the VA Form [22-5495](#) (*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.
- Supporting Documents
  - Certificate of Eligibility
  - Previous VA award letter
- Read and submit the [Certificate of Understanding](#)
- Complete the APSU Office of Veterans Affairs' Online Orientation at <http://www.apsu.edu/vaoffice/orientation.htm>
- 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 45 to 60 days to process a VA claim (application).

