

Steps to Apply For VA Educational Benefits

- 1. APPLY TO THE U.S. DEPARTMENT OF VETERAN'S AFFAIRS FOR A FORMAL DETERMINATION OF ELIGIBILITY**
Submit your application on line at www.ebenefits.va.gov/ebenefits/vonapp or fill out and submit a hard copy application through our office. Please note: It can take 12 weeks or more for the VA to process an initial eligibility determination request and issue your certificate of eligibility. The VA makes no benefit payments until the process is completed. If you have already received your GI Bill Letter/Certificate of Eligibility, you will need to provide a copy to the Veterans Services Office.
- 2. GO TO applyonline.chemeketa.edu TO APPLY FOR ADMISSION TO CHEMEKETA**
You must be an admitted Chemeketa student and been issued a student ID (K) # before we can process your benefit request.
- 3. SELECT A DEGREE OR PROGRAM OFFERED IN OUR ACADEMIC CATALOG**
VA regulations require you to pursue a program offered at the school you are attending and you may only receive benefits for the classes required for that degree or program as outlined in Chemeketa's academic catalog.
- 4. ORDER OFFICIAL TRANSCRIPTS FROM ALL COLLEGES YOU HAVE ATTENDED (REQUIRED BY THE VA)**
Evaluation of all prior college credit (as well as official transcripts of your military training) is required by the Code of Federal Regulations. You may be certified for benefits for a maximum of two terms while awaiting completion of your prior credit evaluation. If you fail to meet this deadline, you will not be allowed to receive GI Bill benefits until your prior credit evaluation is completed.
- 5. COMPLETE THE ONLINE NEW STUDENT ORIENTATION AND TAKE THE PLACEMENT TEST**
Provide a copy of your test results to Veterans Services. We must have test scores on file to certify any classes that are lower academically than those required for your degree or program.
- 6. APPLY FOR FINANCIAL AID THROUGH THE CHEMEKETA FINANCIAL AID OFFICE**
Financial Aid can provide all necessary information regarding application procedures and timelines. Benefit amounts received from VA Education are not considered reportable income when applying for financial aid.
- 7. ATTEND A NEW STUDENT ADVISING SESSION**
All degree seeking students are required to meet with an advisor prior to registering for classes. Log in to My Chemeketa, select Services, Advising, and ChemekNET to sign up for a session. Assistance is available by calling 503.399.5120.
- 8. REGISTER FOR CLASS AS SOON AS POSSIBLE AFTER REGISTRATION BEGINS**
You must be registered for class each term BEFORE your benefit certification can be submitted to the VA. You determine your registration date by logging in to My Chemeketa, select the Registration option and then select Registration Status.
- 9. VISIT THE VETERANS SERVICES OFFICE IN BLDG. 2, RM. 200, WINDOW 11**
Our staff can confirm that all your classes are required for your degree or program and have you complete the forms we need to submit your benefit request to the VA. Even though you have received a Certificate of Eligibility from the VA, no benefits will be paid unless you submit a benefit request to our office each term. You may submit a benefit request before the VA has completed your eligibility determination but you will receive no payments until VA confirms your benefit eligibility.
- 10. IMMEDIATELY REPORT ALL CHANGES YOU MAKE TO YOUR CLASS SCHEDULE**
Report changes to Chemeketa Veterans Services office. Failure to report changes may result in an overpayment of benefits and an obligation on your part to repay some or all of your benefits to the VA.
- 11. PERIODICALLY CHECK YOUR CHEMEKETA STUDENT E-MAIL ACCOUNT**
Chemeketa Veterans Services uses this account to communicate with you regarding issues that may affect your VA educational benefits