

TAKE THESE
STEPS TO START
EARNING YOUR
DEGREE!

HOW TO
APPLY FOR
GI BILL®
BENEFITS



STEP 1: APPLY FOR YOUR CERTIFICATE OF ELIGIBILITY (COE)

- Contact your State Education Office to ensure your eligibility data is correct and documents are on file.
- Have all of the required information before you start. You must complete the form in one session – there is no option to save and come back later
- Go to <https://www.va.gov/education/how-to-apply>
- Click on "Find your education benefits form", under "How Do I Apply?"
- Answer the questions by clicking the appropriate bubble until you reach "Apply Now"
- Sign into or create an account with Login.gov or ID.me
- Complete and submit the application
- The VA will process your application in approximately 30 days and you will receive a Certificate of Eligibility (CoE) in the mail
- For CoE issues go to: <https://ask.va.gov>

STEP 2: REGISTER FOR CLASSES

- Register for classes as soon as your school's registration period opens
- Contact your School Certifying Official (SCO) and provide a copy of your CoE and course schedule Note: Ensure your SCO certifies your enrollment each term

STEP 3: VERIFY ATTENDANCE

- While in school, you must verify your enrollment EVERY MONTH to receive your next monthly deposit
- Complete your monthly verification either way:
 - Opt-in to text message enrollment verification
 - Opt-in to email enrollment verification
 - On WAVE website: <https://www.gibill.va.gov/wave/vba>

STEP 4: NEXT SEMESTER

- Do not repeat the application on va.gov unless changing schools or degree plans
- As soon as registration for the next term opens, register for classes early
- Make another appointment with your SCO

FOR MORE INFORMATION:

- Contact the Missouri Education Services Office:
- CW4 Alan Woods - 573-638-9500 ext 37053
- SFC McConnell Kraft - 573-638-9500 ext 37051
- SPC Travis Hildreth - 573-638-9500 ext 37139
- ng.mo.moarng.mbx.per-incentives@army.mil
- <https://www.moguard.ngb.mil/Programs/Education-and-Incentives/>

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