

Pre-requisites for beginning the Montgomery GI Bill for: Chapter 30

First time applicants for must complete the following steps.

1. Fill out application form 22-1990 (first time applicant) and return it to VA education office. Or fill out the form online at www.gibill.va.gov.
 2. A notarized copy of applicants DD-214 (Note: DD-214 can be notarized in Registrars Office, applicant must have a photo ID present.) must be turned into VA education office.
 3. A canceled check must be turned into VA education office. This is necessary so that applicant can have their benefits direct deposited. No exceptions.
- Once our office has processed all of the applicant's paperwork, processing by the regional office might be at least 60 days.

Students who have previously received benefits must complete the following steps.

1. Fill out application form 22-1995 (Program or Place of Training Change) and return it to VA education office.
 2. A canceled check is not necessary, so long as the financial institution has not changed.
- Once our office has processed all of the applicant's paperwork, processing by the regional office might be at least 60 days.

Note:

- A Chapter 30 signifies an applicant who served active duty.
- Our office will place a hold on VA students, once they have been certified for a semester, the hold will be lifted the day prior to being able to sign up for the following semester courses. This is so that our office is informed on all courses added and dropped so that we can make sure students understand that they may have to pay the VA back for a dropped course.
- It is the student's responsibility to certify the last day of every month of any changes that may have occurred, such as dropped courses. This may be done by calling toll free at 1-877-823-2378 or going online to www.gibill.va.gov.

- Every semester a student must fill out a new certification worksheet and return it to the VA education office as soon as possible. These are processed on a “first come first serve” basis. Waiting until last minute to return the certification sheet may lead to a prolonged wait period to receive money.
- Any changes, such as change of financial institute, address, degree, courses added or dropped must notify VA education office, so that proper forms can be filed. Not doing so can lead to not receiving money on time, over pay; which might lead to debt repayment.
- The MGIB will only pay for classes not previously completed with a D or better that are required for degree completion.
- A student may only drop one course without being penalized. Dropping more than one course will lead to repayment unless there are substantial reasons. In which a letter explaining why the courses dropped must be sent to the regional office.