



OFFICE OF THE REGISTRAR
UNIVERSITY OF MARY HARDIN-BAYLOR

900 COLLEGE STREET | BOX 8425 | BELTON, TEXAS 76513 | (254) 295-4510

Request to use VA Benefits

Name: _____ UMHB ID: _____

Address: _____ SSN: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

VA File Number (required to certify): _____

Degree: _____ Estimated Graduation Date: _____

Major: _____

Minor: _____

Teacher Certification: ___ EC-4 ___ 4-8 ___ 8-12 ___ All Level

Program (Check One):

- Chapter 30 / Montgomery Bill (Active Duty)
- Chapter 31 / Vocational Rehabilitation
- Chapter 35 / Dependents Educational Assistance
- Chapter 1606 / Selected Reserves
- Chapter 1607 / Reservist Education Assistance

Status (Check One):

- Active Duty
- Veteran
- Family Member (Spouse)
- Family Member (Child)
- Selected Reserves

Turn over

While I am receiving VA Educational Benefits, I agree to:

- Access additional information concerning my VA benefits and any payment issues directly to the Muskogee VA Office by calling 1-888-442-4551 or via the internet at <http://www.gibill.va.gov>
- Remember that I am paid only for courses that are required for completion of my degree plan at UMHB. Exceptions: 1) Department letter of substitution, 2) valid prerequisite for required course, and 3) to “round out” only in my graduating semester.
- Not register in courses for which I have previously received a passing grade.
- If I have prior college, I should not register for any elective courses until an official evaluation has been completed.
- Furnish the Admissions Office with an official copy of transcripts from all colleges and universities previously attended. Students are given a two-semester “grace period” for having all transcripts evaluated. After the second semester, students will not be certified for payment of benefits. Note: UMHB cannot evaluate credits that were taken at another school without a transcript from that school. Courses posted on a school’s transcript from a different college will not be evaluated.
- Provide an official transcript to the Registrar’s Office when I take courses at another college or university.
- Notify the VA Certifying Official when I drop or add a class.
- Notify the VA Certifying Official if I change my degree, major or minor.
- Notify the VA Certifying Official if I withdraw from all my classes within a semester.

Student’s Signature: _____ Date: _____

Return this form to the VA Certifying Official with a copy of your DD214.

Note: To have your military schools evaluated for possible college credit, submit your AARTS/SMART/CCAF.