

## **Applying for VA Education Benefits**

The following instructions are to assist you in applying for either the Post 9/11 GI Bill (Ch33), Montgomery GI Bill – Active Duty (Ch30) or Selected Reserve (Ch1606), or Reserve Educational Assistance Program (REAP)(Ch1607) benefits. If you need any benefit not mentioned here contact the Veterans Service Office for additional information.

**Step 1:** Scan a copy of all your DD 214 (Member 4 copies) and have them ready to attach electronically to the electronic form. You will also need your bank account information (account and routing number) to establish direct deposit.

**Step 2:** Go to: <http://www.gibill.va.gov> and click on the “Apply for Benefits” link.

**Step 3:** Click on the “Launch VONAPP and Apply for Benefits” link.

**Step 4:** Click on “I am a New VONAPP User”. Read both pages of instructions and hit “Continue” after each.

**Step 5:** Click “No, Create a VONAPP Account”.

**Step 6:** Now you must create a User Name and Password (8-15 Characters, 1 Upper Case, 1 Lower Case, and 1 Number).

**Step 7:** Under the application drop down menu, choose VA FORM 22-1990 if applying as a veteran, or click on VA FORM 22-1990E if applying as a dependent.

**Step 8:** Reading the instructions for each question, fill out the form. Here are some notes for when you apply:

- The school address is – Mount Wachusett Community College, 444 Green Street, Gardner, MA 01440
- The part about other schooling is only schooling completed and does not include military schooling (you also don’t have to list out every college or school attended, only the ones you received a diploma or certification from).
- When it gets to the part about jobs prior to the military and jobs since getting out you don’t have to get too detailed about it, basic occupation and months doing it are all it needs to say.

**Step 9:** At the end of the application you will hit the “submit form” button. From there you should be offered the chance to attach any forms. This is when you would attach all the DD214’s, enlistment “kicker” paperwork, or your NOBE\*.

**Step 10:** If you can, print out the entire application, but at a minimum write down the confirmation number. This can be extremely useful, should the VA lose your application.

\*Notice of Basic Eligibility – a form all Reservists or National Guardsmen will need to get from their unit and attach if you are requesting Selected Reserve or REAP benefits.

### **Notes:**

- It takes approximately 4-6 weeks for the VA to fully process your application. This can vary 2 weeks either way, depending on how busy the Buffalo VA office is.
- You may call the VA Education Office hotline if you have any questions about your benefits at 1-888-442-4551