

# VETERANS SERVICES

Veterans Services at Georgia Tech is not a division of the US Department of Veterans Affairs (DVA) but part of the Office of the Registrar. It serves as a liaison between veteran students and the DVA. Its primary purposes are to assist veteran students with the processing of forms for educational benefits, to advise veteran students about certain procedural requirements, and to certify enrollment of Georgia Tech veteran students to the Department of Veterans Affairs.

Because the US Department of Veterans Affairs (DVA) must receive certification of enrollment before issuing benefit payments, any student planning to enroll under any of the DVA's programs should initiate the certification procedure through the Office of the Registrar as early as possible.

Veterans must apply to Georgia Tech through the regular admissions procedure. Eligibility for DVA benefits does not guarantee acceptance into the Institute, nor does acceptance signify eligibility for DVA benefits. The Institute serves only as a source of certification and information to the DVA; the student must carry out all financial transactions with the US Department of Veterans Affairs directly.

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## Contact Information

### GT School Certifying Official (SCO):

veterans@registrar.gatech.edu  
phone: 404.894.4953  
fax: 404.894.0167

### GT Veterans Resource Center:

311 Ferst Dr.  
Atlanta, GA 30318  
phone: 404.385.2067

### Department of Veterans Affairs

Atlanta Regional Office  
P.O. Box 100026  
Decatur, GA 30031-7026  
atlirpo@vba.va.gov

### US Department of Veterans Affairs:

Online Queries  
www.gibill.va.gov  
1.888.GIBILL.1  
1.888.422.4551

## Starting Benefits

Before a student can use GI Bill® education benefits, she/he must be formally admitted to Georgia Tech. Prospective students who need information about applying should see the Undergraduate Admissions web site. Individuals who intend to utilize GI Bill® education benefits are admitted by the same standards as any other students.

Those who intend to utilize GI Bill® education benefits for the first time should apply for these benefits least two months before the start of the first academic term in which they will be enrolled as students at Georgia Tech.

### First-Time GI Bill® Applicants

*If the student has already applied for GI Bill® Education Benefits*

- After a student applies for education benefits, the US Department of Veterans Affairs (DVA) sends a Certificate of Eligibility (COE) letter indicating the type of benefit awarded and the terms of eligibility under that benefit. A copy of this letter must be submitted to Ansley Sharp, the School Certifying Official (SCO) at Georgia Tech, via fax at 404.894.0167 or e-mail at veterans@registrar.gatech.edu.

*If the student need to apply for GI Bill® Education Benefits*

- If the student is the veteran
  - Veterans enrolling at Georgia Tech must apply for benefits through the GI Bill® web site.
  - After a student applies for education benefits, the US Department of Veterans Affairs (DVA) sends a Certificate of Eligibility (COE) letter indicating the type of benefit awarded and the terms of eligibility under that benefit. A copy of this letter must be submitted to Ansley Sharp, the School Certifying Official (SCO) at Georgia Tech, via fax at 404.894.0167 or e-mail at veterans@registrar.gatech.edu.
- If the student is the dependent or spouse of the veteran
  - A veteran may transfer Ch 33 Post 9/11 GI Bill® benefits to a family member with the approval of the US Department of Defence (DoD). Information regarding transfer of benefits is available on the GI Bill® web site. Once the DoD approves transfer of benefits, the family member must submit Form 22-1990e, "Application for Family Member to Use Transferred Benefits," online or by mailing the printable form to the address below:  
Department of Veterans Affairs  
VA Regional Office  
P.O. Box 8888  
Muskogee, OK 74402-8888
  - After family member applies for education benefits, the Department of Veterans Affairs (DVA) sends a Certificate of Eligibility (COE) letter indicating the type of benefit awarded and the terms of eligibility under that benefit. A copy of this letter must be submitted to Ansley Sharp, the School Certifying Official (SCO) at Georgia Tech, via fax at 404.894.0167 or e-mail at veterans@registrar.gatech.edu.

### Transferring GI Bill® Education Benefits to Georgia Tech

- A student who has used GI Bill® Education Benefits at another college or university must complete Form 22-1995, "Request for Change of Program or Place of Training." This form may be submitted online or by mailing the printable form to the address below:  
Department of Veterans Affairs  
VA Regional Office  
P.O. Box 8888  
Muskogee, OK 74402-8888

### Signing Up for Yellow Ribbon

- A formally admitted student who is eligible and who has already sent a copy of her/his Certificate of Eligibility (COE) letter to the School Certifying Official (SCO) may be added to either the Yellow Ribbon

participant list or the waiting list. Yellow Ribbon is given on a first-come, first-served basis. If all 40 participant slots are taken when a student completes the Yellow Ribbon Participation Request Form, the student will be placed on a waiting list until a slot becomes available.

- The Yellow Ribbon Participation Request Form is submitted only once. After student is given a participant slot for the Yellow Ribbon program, she/he is eligible to receive this benefit until she/he exhausts her/his Ch 33 benefits, graduates, or stops attending Georgia Tech (e.g., loses registration eligibility by absence or failure to participate in scheduled classes).

## Types of Benefits

The Department of Veterans Affairs (DVA) administers a variety of education benefit programs. Many veterans and active duty personnel can qualify for education benefits. Currently, Georgia Tech participates in the following programs:

- Chapter 33, The Post-9/11 GI Bill® (Yellow Ribbon)
- Chapter 30, Montgomery GI Bill® - Active Duty (MGIB-AD)
- Chapter 35, Survivors' and Dependents' Educational Assistance Program (DEA)
- 1606 - Montgomery GI Bill® - Selected Reserve (MGIB-SR)
- Chapter 31, Veteran Readiness and Employment (VR&E)

## Certification Process

The School Certifying Official (SCO) releases an email to notify veteran students that initial enrollment certifications will be submitted 45 days before the start of the academic term. At this time, students may ask any questions or request to not be certified. Submitting the initial enrollment certification 45 days prior to the start of the semester ensures that students' first monthly stipend will be issued on time.

For students under Chapter 33 Post-9/11 GI Bill® (Yellow Ribbon), this is the first of two certifications. The first certification reports a student's enrollment for her/his monthly stipend. The second certification reports tuition and mandatory student fees (and Yellow Ribbon funding if applicable) after the Phase 2 Registration Period ends.

The Office of the Bursar places a deferral on each Chapter 33 student's account for the amount expected from the DVA. This deferral prevents the assessment of late fees or schedule cancellation due to the student's account balance. Students should make plans to pay whatever balance is not covered by Chapter 33 (e.g., housing, parking, meal plan) before the regular payment deadlines.

### Students' Responsibilities

Veteran students at Georgia Tech have ongoing responsibilities to the Department of Veterans Affairs. The DVA and the Veterans Services office at Georgia Tech closely monitor each veteran student's enrollment status and academic program. The student's entitlement is based upon the number of credit hours for which a student is enrolled and any changes in academic program. To ensure that a student's enrollment is certified to the DVA accurately, the student must abide by the following requirements:

- Check the Georgia Tech Veterans Services web page for current news
- Read all notification emails from the School Certifying Official (SCO)
- Email the SCO if adjustments are made to class schedule during the Phase 2 Registration Period

- Email the SCO if adjustments need to be made to schedule after the Phase 2 Registration Period ends
- Email the SCO if changing address or academic major

## Frequently Used Forms

Below are the most frequently used printable forms. All other printable forms may be found in the Forms Library the DVA web site.

- Printable forms should be mailed to the DVA regional office in Atlanta.  
Department of Veterans Affairs  
VA Regional Office  
P.O. Box 8888  
Muskogee, OK 74402-8888
- Form 22-1990, Application for VA Education Benefits
- Form 22-1990e, Application for Family Member to Use Transferred Benefits
- Form 22-1995, Request for Change of Program or Place of Training
- Form 22-5495, Dependents' Request for Change of Program or Place of Training
- VA Course Withdrawal Form
- Tuition Assistance Withdrawal Form
- Yellow Ribbon Participation Request Form
- Mandatory Student Fee Waiver Form for Active Duty Military and Veterans

## Additional Information

More information is available on the Office of the Registrar's web site on the Veterans Services' Frequently Asked Questions (FAQ) page.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.