



Congratulations on your admission to Montclair State University. The University thanks you for your service to our country and looks forward to assisting you in your transition from soldier to student.

Below you will find a checklist that will assist you in preparing to have your VA benefits applied towards your education. Please use this guide in addition to the *Accepted Student's Checklist* located online at [www.montclair.edu/admissions/accepted](http://www.montclair.edu/admissions/accepted).

## **GI BILL CHECKLIST**

### **Calculate GI Bill Benefits & determine if the Post 9/11 GI Bill or your old GI Bill benefits are better for you.**

If you have only a few months of Chapter 30 (MGIB) benefits remaining, please consider that finishing all your MGIB benefits means you will get an addition 12 months of the new Post 9/11 GI bill. If you do not finish your MGIB, then you will only be eligible for the number of months you have remaining under Chapter 30.

For more information and to calculate your benefits you can call the VA directly at 1-888-442-4551 or visit the VA's new & improved website at <http://gibill.va.gov/>.

Additional resources are available at: [www.newgibill.org](http://www.newgibill.org).

### **Enroll in the GI Bill or Request for Change of Program through VONAPP.**

Visit: <http://gibill.va.gov/>, and select "Apply Online VONAPP" under the "Apply for Benefits" tab.

You will need the following to complete the application:

- Create username/password
- Fill out VA Form 22-1990
- Electronic DD-214 and, if applicable, kicker contract and/or proof of \$600 buy-up
- Bank Information (Name of bank, routing number & account number)
- Educational Objective (B.A. or B.S. degree), date of enrollment (summer, fall or spring)
- Montclair State University address: 1 Normal Ave., Montclair, NJ 07043
- If applicable, former college information (degree, address & dates)
- If applicable, non-military job information (type, length of time & any licensing)
- If applicable, ROTC/Service Academy/Student Loan Repayment Program information

Please print your completed VONAPP. Once completed, you will receive your Certificate of Eligibility in the mail from the VA.

## ❑ **Contact the VA Certifying Official**

Mr. Kenneth Key  
Office of Financial Aid  
Montclair State University  
973-655-4462  
keyk@mail.montclair.edu

Once you have registered for classes, Mr. Key will process your paperwork. He will contact the VA and confirm that you are enrolled at Montclair State so that you can receive your GI Bill benefits.

In order to expedite your application, please bring a copy of the following when you meet with Mr. Key:

- Copy of your DD214
- Certificate of Eligibility (COE)
- Copy of completed VONAPP
- Commander's Certification (NJ Guard Only)
- Copy of your Montclair State Acceptance letter
- Your Montclair State Analysis of Academic Progress

Checks to Montclair State for tuition and fees should be cut late January or early February and sent directly to Montclair State for processing. Montclair State will defer the tuition and fee charges that are covered under your VA benefits.

## ❑ **Apply for Federal Financial Aid by filling out a FAFSA form.**

Visit: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

NJ Residents must also complete supplemental information at [www.HESSA.org](http://www.HESSA.org)

Many veterans will be entitled to free federal education grants, such as the Pell Grant. These grants do not have to be paid back.

Keep in mind that the GI Bill benefit is NOT considered income on the application. However, the application will require you to list what type of VA benefit(s) you will be receiving.

## ❑ **Get college credit for your military service.**

The American Council on Education will create a college transcript based on your military experience that can be transferred as college credit. Request transcripts as follows:

- Army:  
Army/ACE Registry Transcript Service (AARTS) at <http://aarts.army.mil/>
- Navy/Marines:  
Sailor/Marine/ACE Registry Transcript (SMART) at <https://smart.navy.mil>
- Air Force and Coast Guard:  
Request transcripts at <http://www.au.af.mil/au/ccaf/transcripts.asp>.

## ❑ **Find other veterans on campus. Join Montclair State's Veterans Association.**

For more information visit: <http://www.montclair.edu/orgs/veteransassociation/>  
or on Facebook at <http://www.facebook.com/MontclairStateUniversityVeteransAssociation>

This checklist was created with information obtained from the IAVA Post 9/11 GI Bill Checklist.

