



KYARNG GI Bill Manager: SFC Matthew Boone, 502-607-1138, [matthew.p.boone2.mil@army.mil](mailto:matthew.p.boone2.mil@army.mil)

NGB GI Bill Support Team: 1-866-ARNG-EDU, [arnng.esc.gibill@army.mil](mailto:arnng.esc.gibill@army.mil), [www.nationalguard.com/education](http://www.nationalguard.com/education)

VA: 1-888-442-4551, <https://ask.va.gov/>, [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

## How to Apply for GI Bill

### Step 1: Apply online for your Certificate of Eligibility (CoE)

- Be sure you have all of the required information before you start. You must complete the form in one session – there is no option to save and come back later.
- Required information:
  - Applicant's Social Security Number
  - Military history (Service Members only)
  - Sponsor's Social Security number (Dependents only)
  - Information about the school you wish to attend
  - Bank account and routing number for direct deposit
  - Education history
- Go to [www.va.gov/education/how-to-apply/](http://www.va.gov/education/how-to-apply/)
- Click the green box "Find Your Education Benefits Form" and answer the questions provided. Click "Apply Now". Based on your answer, the system will select the correct form (VA Form 22-1990 for soldiers, Form 22-1990e for dependents transferred Post 9/11 GI Bill)
- Click blue button "Start the Education Application" and answer questions in each section:
  - Page 1: Applicant Information
  - Page 2: Eligibility
    - Service Members select one eligible program to use.
    - Dependents select 'Post-9/11' if transferred that benefit.
    - Post 9/11 GI Bill requires you to surrender another GI Bill. Please call the KYNG Education Office (at top) if you're unsure which benefits you have.
  - Page 3: Service Members - Military History
    - If you are currently on Title 32 ADOS, select 'No' for "Are you on active duty now". (T32 ADOS does not affect GI Bill usage)
    - ROTC Cadets: Confirm whether your scholarship is Section 2107 (Dedicated Guard) or Section 2107a (GRFD). If 2107a, select no for both questions.
    - Student Loan: Do not check this box if your Student Loan Repayment contract was from the Guard/Reserves.
  - Page 3: Dependents – Sponsor Information
  - Page 4: Education History
  - Page 5: Employment History

- Page 6: School Selection
- Page 7: Contact and Direct Deposit Information
- Page 8: Review information and click "Submit Application".
- Normally, the VA will process your application within 4-6 weeks. You will receive a Certificate of Eligibility (CoE) in the mail. Processing times are longest in August.
  - You may call VA at 1-888-442-4551 to check the status of an application. They open at 0730 CST, call early for shortest wait time.

## Step 2: Register for Classes

- Register for classes as soon as your school's registration period opens.
- Visit your School Certifying Official (SCO) to certify your enrollment. This is a school employee who typically works in the financial aid, admissions or Veterans affairs office. Schools typically have an online or paper form to complete each semester to request certification.
  - CH1606 GI Bill users: A Notice of Basic Eligibility (NOBE) cannot be produced currently, however, a memo can be provided to the school if they require proof of eligibility by contacting the KYARNG Education Office (see top banner).
  - Post 9-11 GI Bill users: If a tuition payment is due before you receive your CoE from the VA, your SCO may be able to place your account balance on hold to wait for payment from VA. Check with your school's Finance Office for their policies.
- When you receive your Certificate of Eligibility (CoE) from the VA, provide a copy to your School Certifying Official.
- Don't forget to apply for State TA and/or Federal TA on their respective websites to assist with your tuition costs.

## Step 3: Verify Attendance

- You must verify your continued enrollment following each month you are in school, otherwise your monthly deposit may be held by the VA.
- You may verify your monthly enrollment in one of two ways:
  - Call 1-877-823-2378, or
  - Web Automated Verification of Enrollment (WAVE) [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave)

## Step 4: Next Semester

- Do not resubmit your application for GI Bill on [www.va.gov](http://www.va.gov) unless you are making a change. Reapply if you are changing GI Bill programs or file Form 22-1995 to change program or school.
- As soon as registration for the next term opens, register for classes early and request your School Certifying Official (SCO) certify your enrollment to VA.