

Student Checklist

Step 1: Establish Eligibility for GI Bill® Benefits

- Establish eligibility for the GI Bill® by applying for benefits through the VA via their online application system, [Education Benefits Application](#).
 - Please note that the application process can take up to 8 weeks and you will need the resulting Certificate of Eligibility (CoE) before we can process your benefits here at Texas Lutheran University.

Step 2: Apply and Receive Acceptance into Texas Lutheran University

- Apply to [Texas Lutheran University](#)
 - Complete application and return all requested documentation; TLU- Office of Admissions can guide you through this process.
- Request official military transcript from [Joint Services Transcript \(JST\)](#)
 - Military Credit: The Registration and Records Office will review all transfer courses and course work from educational experience obtained in the Armed Forces.

Step 3: Attend Bulldog Basics & Enroll in Classes

- Attend the VetSuccess Session at Bulldog Basics- Admissions will have the dates
- Complete and submit the New Student Registration Form sent from The Admissions Office
 - This step will result in a schedule being built on your behalf and these courses will be registered for you.
 - We cannot process your benefits until you are enrolled in classes, which cannot be done until you submit the New Student Registration Form.

Step 4: Review the Required Documentation

- Review the required documentation:

NEW CERTIFICATION First time users at Texas Lutheran University	GI Bill® for Veterans		
	Chapter 31	Chapter 33	Chapter 1606
Certificate of Eligibility (COE)		X	X
DD-214		X	X
28-1905 (VOC REHAB Counselor)	X		
Online Certification Request- every semester	All chapters		

NEW CERTIFICATION First time users at Texas Lutheran University	GI Bill® for Dependents of Veterans	
	Chapter 33	Chapter 35
Certificate of Eligibility (COE)	X	X
Online Certification Request- every semester	All chapters	

- Gather the necessary documents required to get your benefits started here at Texas Lutheran University
- Submit required documentation to:
 - The Registration and Records Office, Beck Center
 - Email: rearly@tlu.edu
 - Fax: 830-372-8179

Step 5: Submit an Certification Request Form- every semester

- Download and complete the [Certification Request Form](#)
- Submit the Certification Request Form:
 - The Registration and Records Office, Beck Center
 - Email: rearly@tlu.edu
 - Fax: 830-372-8179
- ❖ A certification request is required ***EVERY SEMESTER*** for all chapters, *immediately after* you have registered for classes.

Step 6: Monitor Your Bill

Be advised: no funds will be advanced on your student account in regards to VA benefits until ALL documentation has been received and verified by the SCO.

- Keep up to date on [tuition bill and payment deadlines](#)

Ryanne Early, VA Certifying Official
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- For benefits that pay tuition amounts to the school (Chapter 33, 31, & 1606), ensure that the tuition adjustment has been applied to your account. Students using all other benefits need to make arrangements with the [Business Office](#) to pay their tuition by payment deadlines.
- Make arrangements for any outstanding balance. Also, all students living on campus are responsible for their housing fees and meal plans.
- To avoid being dropped from your classes, ensure that your bill is covered by setting up a payment plan, or paid in full before the payment deadline.
- Contact [Business Office](#) if you need further assistance with tuition amounts.