

# 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 4 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 \(JST\)](#). 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 TLU’s Bulldog Basics program for new students during the summer. Check with the Office of Admissions for dates and times.
- As part of the admissions process, complete and submit the New Student Registration Form (NSRF). 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 TLU	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		

NEW CERTIFICATION First time users at TLU	GI Bill® for Dependents of Veterans	
	Chapter 33	Chapter 35
Certificate of Eligibility (COE)*	X	X

\* The full social security number of the person providing the benefits will be required.

- Bring the required documentation to the Registrar’s Office or email [gyockey@tlu.edu](mailto:gyockey@tlu.edu).

## Step 5: Monitor Your Bill

- Benefits cannot be applied to your TLU student account until your documentation has been submitted and you have been registered for classes.
- Keep up to date on [tuition bill and payment deadlines](#). If you are receiving [chapter 30](#) or [chapter 35](#) benefits, you will pay TLU directly and receive a monthly stipend from the VA. Make arrangements with the Student Financial Services Office to pay tuition.
- For benefits that pay tuition amounts to the school ([chapter 31](#), [chapter 33](#)), ensure that tuition adjustments have been applied to your account.
- Students living on campus are responsible for housing fees and meal plans.