

# VA STUDENT WELCOME PACKET



## Welcome to King University

King is dedicated to providing quality educational opportunities for military service members, U.S. veterans, and their families. King welcomes the opportunity to work with you in finding the right academic and career path to help you reach your personal and professional goals.

King University recognizes the sacrifice that our military men and women and their family members have made to our country. Therefore, we feel it is our obligation to serve you in any way we can through advancing your education. We are here to assist the military students attending King University using educational benefits under the Department of Veterans Affairs (VA) Educational Assistance Programs in the pursuit of their educational goals.

King University participates in the Yellow Ribbon program. This allows students using Post 9/11 GI Bill, which covers tuition and fees not to exceed a national cap, to receive additional funds to help cover unmet costs. Only Veterans entitled to the maximum benefit rate under the Post-9/11 GI Bill, as determined by service requirements, or their designated transferees may receive this funding.

### MEET YOUR SCHOOL CERTIFYING OFFICIAL:

Jessica W. Swiney  
Director of Registration  
and Records, Registrar  
Email: [VeteranBenefits@king.edu](mailto:VeteranBenefits@king.edu)  
Phone: 423.652.4346



# VETERANS AND ACTIVE MILITARY BENEFITS

To get started, upload copies of the COE, DD214 or NOBE documents to <https://my.king.edu/DocumentManagementSystem/Upload?docid=69>



## Chapter 1606:

### SELECTED RESERVE / NATIONAL GUARD

#### New Students:

- VA Form 22-1990 - Application for VA Education Benefits
- Form 2384-1 - Notice of Basic Eligibility (NOBE)  
[Must originate from your unit]
- Certificate of Eligibility (COE)

#### Transferring Students:

- VA Form 22-1995 - Request for Change of Program or Place of Training
- Form 2384-1 - Notice of Basic Eligibility (NOBE)  
[Must originate from your unit]
- Certificate of Eligibility (COE)

## Chapter 33: POST 9/11 GI BILL

#### New Students: (Veterans)

- VA Form 22-1990 - Application for VA Education Benefits
- DD214 - Member 4 Copy
- Certificate of Eligibility (COE)

#### New Students: (Dependents)

- VA Form 22-1990e - Application for Family Member to Use Transferred Benefits
- Certificate of Eligibility (COE)

#### Transferring Students:

##### (Veterans)

- VA Form 22-1995 - Request for Change of Program or Place of Training
- DD214 - Member 4 Copy
- Certificate of Eligibility (COE)

#### Transferring Students:

##### (Dependents)

- VA Form 22-1995 - Request for Change of Program or Place of Training
- Certificate of Eligibility (COE)

## Chapter 31: VOCATIONAL REHABILITATION

#### New and Transferring Students:

- VA Form 22-1990 - Application for VA Educational Benefits
- DD214 - Member 4 Copy
- Certificate of Eligibility (COE)

## Chapter 35: SURVIVORS & DEPENDENTS

#### New Students:

- VA Form 22-5490 - Application for VA Educational Benefits
- Copy of rating Decision letter for disabled or deceased veteran.
- Copy of marriage license for spouse or birth certificate for child
- Certificate of Eligibility (COE)

#### Transferring Students:

- Form 22-5495 - Request for Change of Program or Place of Training
- Certificate of Eligibility (COE))

## Chapter 30: MONTGOMER GI-BILL FOR ACTIVE MILITARY

#### New Students:

- VA Form 22-1990 - Application for VA Educational Benefits
- DD214 - Member 4 Copy
- Certificate of Eligibility (COE)

#### Transferring Students:

- VA Form 22-1995 - Request for Change of Program or Place of Training
- DD214 - Member 4 Copy
- Certificate of Eligibility (COE)

# HOW TO GET STARTED

## Apply and be accepted into King University

Click here to apply online

## Apply for VA Benefits with the appropriate form:

For Assistance with the application process, please contact the VA office directly at 1-888-442-4551 or visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov). All forms can be found online at [www.va.gov/vaforms](http://www.va.gov/vaforms).

New Student (has never used VA benefits)	Veterans: VA Form 22-1990
	Dependents: VA Form 22-5490
	Transfer of Entitlement students: VA-Form 22-1990e
Transfer Student (previously used VA benefits)	Veterans: VA Form 22-1995
	Dependents: VA Form 22-5495
	Transfer of Entitlement students: VA Form 22-1990e

## Provide King with a copy of:

- Certificate of Eligibility (COE)
- DD for 214 (if applicable)
- Complete the VA Certification Request Form
- Sign and return Veterans Enrollment Agreement



Submit all documents online at the following link: **(Must log into your student portal)**  
<https://my.king.edu/DocumentManagementSystem/Upload?docid=69>





# Military/Civilian Transcripts

Prior Learning Assessment (PLA) is a term used to describe the evaluation of college level learning for college credit that is gained outside a traditional academic environment. King University employs prior learning assessment aligned with institutional mission, academic integrity, and student educational attainment and success.

PLA credits apply toward majors, minors, concentrations, general education requirements, and electives that count toward the degree being sought in the same manner as traditional courses. PLA credits shall not be treated differently in their application and use than their course equivalencies or appropriate block credit. PLA may be accepted up to 30 total credits of a bachelor degree, and up to 15 total credits of an associate degree. These total credits may be comprised of multiple types of PLA.

The American Council on Education (ACE) Military Guide is the primary resource that King University uses as a basis for crediting formal courses and occupations offered by all branches of the military. These credits recommendations appear on the services members' Joint Services Transcript.

## Request Transcripts

**To order your transcript please visit the appropriate link below**

- AARTS (Army/American Registry Transcript Service)
- SMART (Sailor/Marine American Council on Education Registry Transcript)
- CCAF (Community College of the Air Force)
- VMET (Verification of Military Education and Training) - DD Form 2586 (The Department of Defense is required to issue a DD Form 2586 to all separating service members since October 1, 1990.)





# VA Student Responsibility

- Accurately and completely fill out the VA Application and submit to the VA Regional Processing Office while maintaining a copy for your records.
  - Mail copies of buy-ups or kickers contracts, DD214, NOBE forms, signature page, and other important documents for your education claim to the VA Regional Processing Office while maintaining a copy for your records.
  - Supply copies of the above items to your School Certifying Official for their records.
  - Notify the VA and your School Certifying Official of any changes in address, phone number, direct deposit, or Active Duty/Selected Reserve Status.
  - Carefully read all letters from the VA about the monthly rates and effective dates of your benefits. If you think the amount of a payment is wrong, contact the VA before using funds from the payment.
  - Carefully read all letters from the VA requesting information and respond quickly with requested information.
  - Supply your SCO with a copy of all VA letters.
  - Once your classes have been processed by the VA, verify your attendance monthly with the VA.
  - Notify your School Certifying Official if you make changes in your enrollment (number of hours, courses, school, or program). Also, notify your School Certifying Official if you make a grade that doesn't count toward your graduation or if you stop attending classes without officially withdrawing.
  - Use <http://www.benefits.va.gov/gibill/> to find answers to your general questions regarding VA Education Benefits. Or use 1-888-442-4551 for questions regarding your specific education claim or by submitting a secured inquiry at <http://gibill.custhelp.com/app/ask>.
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