The UT Tyler Veterans Compass
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Important Contact Information

Veterans Affairs Regional Office

Mailing Address:
P.O. Box 8888
Muskogee, Oklahoma 74402-8888
Toll free number: 1-888-GI-BILL-1
(888) 442-4551
Fax No.: 918-781-7863

VA work study (918) 781-7878

Veterans Affairs online address: http://www.gibill.va.gov/

Verification of enrollment: https://www.gibill.va.gov/wave/index.do
Telephone No.: 1-877-823-2378

When to contact the VA:

☐ Address Change. Report all changes of address to the VA in addition to the Office of the Registrar at UT Austin.

☐ Disbursement of Checks. If you have questions regarding any facet of your payment status, contact the VA.

☐ Notification of Improper Payment. If you think the amount of a VA payment is wrong, contact the VA before using funds from the payment. If you cash a check for the wrong amount, you will be liable for repayment of any resulting overpayment.

☐ Entitlement. Direct questions regarding remaining entitlement status to the VA.
☐ Eligibility. You can check to see if you are eligible for VA benefits.

☐ Direct Deposit. Contact the VA to change the direct-deposit status of your educational benefits.

☐ Kickers. Direct questions regarding kickers to the VA at 1-888-442-4551.

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The University of Texas at Tyler

Mailing Address:
The University of Texas at Tyler
3900 University Blvd UC 2140
Tyler, TX 75799

UT Tyler Web page: http://www.uttyler.edu/

Veterans Resource Center
The University Center
Room 2140 (Ground Floor)
Hours: 8:00 a.m. – 5:00 Monday through Friday
Phone: (903) 565-5972
Fax: (903) 565-5974
Email: vrc@uttyler.edu

Enrollment Services Center
Phone: (903) 566-7180
Fax: (903) 566-7183
Email: enroll@uttyler.edu

VA Certifying officials

Tonya Woodrow
Email: twoodrow@uttyler.edu

Travis Longino
Email: tlongino@uttyler.edu

Process for obtaining Veterans' and Dependents' Educational Benefits

Student must initially:

☐ apply to www.applytexas.org

Check the U.T. Tyler website for deadline dates.

☐ contact the Veteran Resource Center as soon as you have been admitted to the University of Texas at Tyler.

☐ enroll in a degree program approved for VA benefits, and register for classes that apply towards that degree. A list of degree programs can be viewed at: http://www.uttyler.edu/academics/index.php


☐ provide documentation to residency officer in the Enrollment Services Center if eligible for waiver of non-residence portion of tuition. (Do this each semester.)

☐ pay tuition and fee bill by contacting the cashier's office at (903) 566-7227, send an email to cashiers@uttyler.edu, or through your myuttyler account.

☐ read any emails you receive in your Patriot email account and follow up.

If you do not have a copy of your DD214, you may order at: http://www.archives.gov/veterans/military-service-records/standard-form-180.html
The VA Certifying Official will:

- □ certify to the Department of Veterans Affairs:
- □ the approved program you are enrolled in;
- □ the number of hours that count towards your current degree plan(s) as shown on University records;
- □ enrollment status or the number of hours considered to be full time for graduate and law students;
- □ the enrollment period (first class day and last day of finals) for each of your classes;
- □ tuition and mandatory fees when applicable.

Department of Veterans Affairs will:

- □ send an award (benefit) letter to you indicating the amounts you will receive for the dates of the semester certified.
- □ for MGIB-AD, MGIB-SR, DEA, and REAP: send check to the address you provided on the questionnaire or directly deposit money into the bank account you have provided to them. (Beneficiaries of DEA do not have the direct deposit option.)
- □ for Post 9/11 GI Bill (chapter 33)
- □ send funds for tuition and fees to UT Tyler;
- □ send check or deposit funds for BAH and book/supply stipend to you.

STEP ONE: Applying for G.I. Bill Benefits

Submit one of the following applications on the GI Bill website depending on your educational benefit request. You may identify the specific benefit program on the application (ex: Chapter 33 Post 9/11, Chapter 30/35 Montgomery GI Bill, or Chapter 31 Vocational Rehab).

- □ Form 22-1990 – Veterans applying for benefit for the first time (Ch. 30 & Ch. 33)
- □ Form 22-1995 – Veterans who are changing their place of training (Ch. 30 & Ch. 33)
□ Form 22-5490 – Dependent of a Veteran applying for the first time (Ch. 35)
□ Form 22-5495 – Dependent of a Veteran changing their place of training (Ch. 35)
□ Form 28-1900 - Veterans eligible for Vocational Rehabilitation benefits (Ch. 31)

**STEP TWO: Documentation Required for all Benefit Types**

All students utilizing benefits at UT Tyler must submit the following:

□ Certificate of Eligibility (COE) (mailed to you after you apply online for G.I. bill benefit)
□ DD-214 (any copy except member-1)
□ Degree Plan (signed by academic advisor for VA benefits)
□ Enrollment Certification Request Form – on-line form found on the UT Tyler Veterans Benefits webpage, [http://www.utttyler.edu/financialaid/veteransbenefits.php](http://www.utttyler.edu/financialaid/veteransbenefits.php). This form must be submitted every semester you wish to use educational benefits at UT Tyler.

**STEP THREE: Additional Documentation Needed**

If you are a dependent, using vocational rehabilitation, or attending another college or university while going to the following documentation is needed:

□ Dependents – a copy of a Marriage License or Birth Certificate indicating dependent status

□ Vocational Rehabilitation - the VA Form 28-1905 must be submitted (an approval letter from a Vocational Rehabilitation Office will be accepted in place of the Form 28-1905).

□ If you are also attending another college or university, you must submit a copy of your schedule from that institution to the UT Tyler Enrollment Services Center. A Parent Institution Letter will be sent to the other college or university to give them verification to certify you for those courses.

Upon receipt of all of the required documentation, certification will be sent to the VA reporting your credit hours and tuition and fee totals. This process initiates the payment of your BAH and in certain cases, book stipends. Students using the Post 9/11 GI Bill will receive an award on their student account to cover the cost of tuition and fees based on their percentage of eligibility.
Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB)

For eligibility requirements for TEB and information on how to apply for TEB, please visit The Department of Veterans Affairs website.

☐ First Veterans must go to the Department of Defense transferability application website to determine if your dependents are eligible to receive the transferred benefits.

☐ Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

To use TEB at UT Tyler, dependent must submit the following:

☐ Post 9/11 GI Bill Eligibility Letter (letter will be sent by VA after 1990e is processed)

☐ Enrollment Certification Request Form – This form must be submitted every semester you wish to use benefits at UT Tyler.

☐ Copy of VA Form 22-1990e

☐ Copy of Degree Plan signed by Academic Advisor

☐ If you are also attending another college or university, you must submit a copy of your schedule from that institution to the UT Tyler Veterans Affairs Office. A Parent Institution Letter will be sent to the other college or university to give them verification to certify you for those courses

Financial aid:

☐ Apply for it at www.fafsa.ed.gov (first time using can take 4-6 weeks)

☐ Any documents requested from UT Tyler (check in your patriot email account)

Glossary of Information

Active duty students: Students who are on active duty or terminal leave are eligible for tuition and fee reimbursement only. Beginning March 5, 2011, students on active duty
and utilizing the Post-9/11 GI Bill will be subject to the same benefit level determination as veterans, based upon the amount of aggregate active duty service accrued since September 10, 2001.

**Award (Benefit) Letter:** The award letter is the official written notice from the VA advising you of your monthly rate of payment, inclusive dates of payment, and remaining entitlement at the end of the award period. The VA will send you an award letter whenever they award or change your education benefit. Always save your letter. A copy of this letter must be brought to the Enrollment Service Center every semester.

**Basic Allowance for Housing (BAH):** If you receive Post-9/11 (chapter 33) benefits, you may qualify for housing allowance if your rate of pursuit is greater than 50%. You do not qualify if you or your spouse who transferred benefits to you are serving on active duty. BAH is based on military housing allowance for E5 with dependents for the institution zip code 75799. It is paid at your eligibility rate.

Effective August 1, 2011, BAH is prorated based upon your rate of pursuit rounded to the nearest tenth. If you change your registration during the semester after we certify you, and that change results in a change in rate of pursuit, your BAH will be decreased or increased accordingly. If the rate of pursuit is lower than originally certified, the VA may assess an overpayment.

**Certificate of Eligibility (COE):** After the VA approves your application; they send you a COE confirming your eligibility. Please bring a copy to the Veterans Resource Center for our files. Also, keep a copy for your files.

**Certification and licensing tests:** You may be entitled to receive reimbursement for the cost of licensing or certification tests approved by the VA. The VA pays only for the cost of the test, up to $2,000, but not other fees connected with obtaining a license or certification. For further information, see [http://gibill.va.gov/resources/education_resources/programs/licensing_and_certification.html](http://gibill.va.gov/resources/education_resources/programs/licensing_and_certification.html)

**Change in registration/student Status:** If your classes have been certified for educational benefits and you change your enrollment (including change of course, or from a grade to pass/fail) or if you drop a class, we will review your classes to verify that those classes are still eligible for educational benefits. If it results in a change in status for VA purposes, we will report that change with the effective date of that change to the VA. They may determine that they have overpaid your benefits for that semester and request repayment. If you receive BAH, that change may also result in a lower BAH rate. Always consult with your academic adviser before you change your enrollment to ensure that the classes still satisfy degree requirements. You will also need to complete a new enrollment certification request form to let us know about the change.
Change of program (degree and/or major): If you change your program anytime during a semester until the last day of finals, your classes will be re-evaluated under the new degree program. Any change in status will be reported to the VA effective the date of the change. If you receive BAH, that change may also result in a lower BAH rate. If that change results in a reduction of status, the VA may assess an overpayment which you must repay. It is recommended that you change your major prior to certification. Initiate major changes through the dean’s office of the school or college of your new major. Be sure to turn in a new copy of your degree plan to the Veterans Resource Center as soon as you receive one from your advisor. Your classes are certified based on the degree plan and can not be processed until we have a new one.

Concurrent enrollment: You may receive benefits while attending more than one institution during a semester, provided you are in good standing, the classes taken at the secondary institution are required for your current degree plan(s), and those classes will transfer back and meet degree requirements. During the fall or spring semester, you must also be enrolled at UT Tyler. After the course is complete, you must submit a transcript to UT Tyler.

A Declaration of Parent Institution form (VA Form 315) is available from the Enrollment Services Center. The completed form with the required signatures must be submitted to the secondary institution. That form authorizes the secondary institution to certify classes that apply towards your degree at the University of Texas at Tyler to the VA. We are responsible for certifying only those classes taken at UT Tyler. If you have been dismissed from UT Tyler, you may not use a Parent Institution form.

DD214: Veterans must submit a copy of the DD214 showing the type of discharge to the Veterans Resource Center. Also, keep a copy for your files.

Electives: When elective coursework is not specified in the degree plan, you may be required to submit a letter from your academic adviser verifying that the course is an approved elective and will count toward completion of your degree program. This verification should be provided on departmental letterhead and must contain your name, UT EID, the course abbreviation and title of the approved elective, and the signature of the academic adviser. Upon receipt of this letter, the course will be certified to the VA.

Entitlement: refers to the number of months of full-time benefits you can receive. The VA determines your entitlement.

Graduate students: As a graduate student, you must provide an official degree plan signed by your graduate adviser to your school certifying official in order to be certified to the VA. The degree plan must state the degree (e.g., MA, PhD, etc.) which you are pursuing, the major, and the course numbers and titles of the required coursework. If you register for classes which are required but not specified on the degree plan, you
must also provide the school certifying official with a letter on departmental letterhead and signed by your adviser in order to have the classes certified to the VA.

If you are admitted to a graduate program and are required to take lower division courses, you must provide a letter written on departmental letterhead and signed by the graduate adviser identifying the classes by course number and title, and explaining why you are required to take the course(s) in question. If all classes taken by a graduate student are lower division classes, the training time will be reported according to undergraduate credit measurement. The VA identifies these as “leveling” courses. If both graduate and lower division classes are certified, training time will be reported according to undergraduate or graduate measurement, whichever is greater.

The VA requests that we report incomplete graduate classes that turn to “I” (permanent incomplete) or if you receive a no credit (NC). Consequently, the VA may determine your benefits to be overpaid and request repayment.

**Hold:** There is a hold placed on your account each semester as a Veteran student. This hold is placed there to remind you to complete your Enrollment Certification Request Form (the Golden Ticket)

**Kickers:** If your branch of service offered you a kicker (e.g., MGIB-AD College Fund, MGIB-SR kicker, National Guard College Fund) as part of your enlistment or reenlistment contract, it will add additional money to your VA payment. Effective August 1, 2011, kickers may be paid to recipients of MGIB-AD and MGIB-SR on a monthly basis instead of a lump sum, even if you are attending school at half-time or less. If you do not receive the benefit to which you believe you are entitled, contact the VA Regional Office.

**Know your chapter number:** Your school certifying official can assist you in determining your chapter number.

**Know your VA file number:** Excluding DEA, the VA file number is usually your social security number. For DEA, the VA assigns a file number for the veteran with a suffix for each dependent. DEA recipients may have to call the VA to obtain and/or verify their VA file number. Please note that we provide your social security number to the VA whenever we certify your classes regardless of your chapter.

**Make sure your classes count:** Only those classes that apply toward completion of your current degree program(s) are certified for VA education benefits. If you are pursuing a simultaneous major or two degrees simultaneously, we can certify classes which apply toward either or both programs. It is highly recommended that you consult with an academic adviser prior to registration each semester. Undergraduates may also consult http://www.uttyler.edu/. The last semester before graduation, all credit hours
taken can be certified if one or more of the classes satisfy a graduation requirement (rounding up). You may round up only once for each degree.

**Military withdrawal:** If you are called to active duty after the semester has begun, we will report the date of your withdrawal based on the date of your activation or the date the withdrawal petition is signed by the office of the dean of your college/school, whichever is earlier. Provide your school certifying official with a copy of your orders calling you to active duty for our file. Refer to the current General Information Catalog for information regarding University policy.

**Minors:** If your degree program requires you to complete a minor, those classes will be included in the certification to the VA. We will certify classes for the minor as declared in your college. If your minor is optional, then classes pertaining to your minor will be certified only if they satisfy other degree requirements.

**Mitigating circumstances:** If you reduce your course load or withdraw due to circumstances beyond your control, the VA may take mitigating circumstances into consideration when determining whether to apply an overpayment. Mitigating circumstances include but are not limited to:

- an illness or death in your immediate family;
- an illness or injury afflicting you during the enrollment period;
- an unavoidable change in your conditions of employment.

If we can advise the VA of a mitigating circumstance at the same time we report your reduction in credit hours, the VA might not charge you for an overpayment. They will start paying you at the new status, however.

**National Testing Program** allows the VA to reimburse claimants for the fee charged for

- national tests for admission to institutions of higher leading, e.g., SAT, GRE, GMAT, LSAT, etc., and
- national tests providing an opportunity for course credit at institutions of higher learning, e.g., CLEP.

If you receive Post-9/11 GI Bill, you may use this benefit beginning August 1, 2011. See http://gibill.va.gov/resources/education_resources/programs/national_testing_program.html for further information.

**Notify your school certifying official of important changes:** You are responsible for notifying your school certifying official regarding a change in major or minor, change of
address, phone number, e-mail address, change in your classes and change to your registration status.

**Parent Institution Letter (PIL):** This is a letter that may be required to pay for classes being taken at multiple campuses during the same semester. You may contact the vrc@uttyler.edu to have one sent to your institution if UT Tyler is considered the Parent School.

**Physical Education courses:** Most degree plans do not require PED courses. If PED courses count toward the degree, we will include them in your certification

**Primary School (Parent School):** The primary school is the school that will grant the degree a student is pursuing. Generally, the student will be enrolled at the primary school for the majority of the program of education.

**Program of study:** You must be enrolled in an approved program of study leading to an undergraduate, graduate, or law degree. We will certify classes according to the degree requirements stated in your catalog. You may be enrolled in two programs of study, including simultaneous majors, and request that both programs be certified in the same semester. After you graduate, if you return to complete requirements for a second major under the same degree (e.g., a second major for a BA), you cannot be certified. If you return to pursue a second degree different from the first (e.g., you earn a BA and return to pursue a BFA or graduate degree), we can certify you.

You must officially declare a degree program by your junior year to be certified. If you are a freshman or sophomore and your major is undeclared, only those classes required of all students in the school/college (i.e., College of Liberal Arts) in which you are enrolled can be certified. If you are enrolled in the College of Undergraduate Studies, your major is considered to be undeclared for VA certification purposes and we can only certify classes satisfying core curriculum requirements. If you are classified as entry-level in the College of Natural Sciences, only those classes required under all programs (BA or BS) for your major can be certified. You must declare your program (e.g., BA or bachelor of science) by your junior year.

**Repeat coursework:** Classes which you have successfully completed may not be certified for federal educational benefits if they are repeated. If you repeat a required course because you did not meet minimum grade requirements as stated in the catalog, that course can be certified.

**Study Abroad coursework:** You may be certified for study abroad courses if the courses apply toward your degree. Study Abroad coursework at UT Austin is designated with the course abbreviation SAB. If you wish to receive VA educational benefits for study abroad classes, you must provide a letter from the appropriate office.
(e.g., Study Abroad Office) and your academic adviser verifying how the classes will
count towards your current degree plan. It is your responsibility to let the school
certifying official know if you fail to complete classes under this program. If you are
receiving the Post-9/11 GI Bill, the BAH is fixed by the VA.

**Texas Tomorrow Fund:** If you wish to use the Post-9/11 GI Bill instead of your Texas
Tomorrow Fund (TTF) account, contact the Texas Guaranteed Tuition Plan.

**Transient students:** When UT Tyler is the secondary institution, you must submit a
Parent Institution form signed by a school certifying official from the primary institution,
and confirm that the class will be accepted towards your degree program there. The
letter must include your complete name, address and telephone number; your VA file
number and chapter number; the degree you are pursuing; and the course number and
title of the course being taken at UT Tyler. You must also complete a questionnaire and
statement of understanding. We certify only those classes designated on the form.

**Tuition and required fees:** Tuition and required fees are reported on your certification
to the VA if you are on active duty, your certification status is less than half time, or you
receive benefits under the Post-9/11 GI Bill. We report the tuition corresponding to the
number of hours we certify.

If you receive Federal, State, institutional or employer-based aid or assistance
(excluding loans and title IV funds) that is paid directly to UT Tyler and specifically
designated for the sole purpose of defraying tuition and fees, those amounts will be
deducted from the tuition we report to the VA.

If you are classified as a non-resident and are eligible for VA benefits, the non-residency
portion of your tuition will not be waived until you become a Texas resident. Contact the
Residency Officer at esc@uttyler.edu for further information. Effective August 1, 2011,
the VA will pay all in-state tuition and fees for Post-9/11 GI Bill benefits at your eligibility
percentage.

**Tuition assistance:** Tuition assistance (TA) is a Department of Defense (DOD)
program. TA is not administered by VA. TA rules vary by branch of service and can
even vary between units depending on whether the unit is active, reserve, or National
Guard. If you use the Post-9/11 GI Bill, we are required to reduce the tuition amount we
report to the VA by the amount you receive in TA. Please refer any questions regarding
TA to your unit education representative.

**Unsatisfactory progress:** If you are dismissed from the University for one or more
semesters based upon your academic record, we must report that to the VA. If you are
returning following academic dismissal, you must complete VA form 22-8873.
Verify attendance to the VA: (MGIB-AD, MGIB-SR, or REAP only) You must verify your attendance to the VA on or after the last calendar day of each month before the VA will pay you for the preceding month. You may verify your enrollment by phone at 1-877-823-2378, or through the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave/index.do. It is your responsibility to verify any changes in enrollment status. If you have questions about the enrollment information reported to the VA, contact your school certifying official.

VONAPP (Veterans On Line Application): website is an official U.S. Department of Veterans Affairs (VA) website that enables service members, veterans and their beneficiaries, and other designated individuals to apply for benefits using the Internet.

Veterans’ and Dependents’ Educational Benefits

What chapter are you?

The following program descriptions are thumbnail descriptions. Detailed descriptions are available at http://www.gibill.va.gov/post-911

Montgomery GI Bill-Active Duty (Chapter 30):

This program pays a monthly benefit to eligible active-duty service members or veterans. Persons on active duty must serve at least two years of continuous active duty before becoming eligible to receive benefits under MGIB-AD. If you are on active duty, consult with your Education Service Officer (ESO) before submitting an application for VA benefits. The ESO will discuss the various educational assistance opportunities available. Federal law prohibits concurrent payment of tuition assistance by the military service and VA educational assistance for pursuit of the same class. Students who are on active duty or terminal leave are eligible for reimbursement for tuition and required fees only.

For further information, see the pamphlet published by the VA at http://www.gibill.va.gov/pamphlets/CH30/CH30_Pamphlet.pdf

Vocational Rehab and Employment (Chapter 31):

This program pays tuition and fees, cost of required textbooks and supplies, a monthly stipend, and assistance with employment. You may be eligible for benefits under this chapter if you have a service-connected disability. You must meet with a vocational rehabilitation counselor who will determine your eligibility. For more information see http://www.vba.va.gov/bln/vre/index.htm
Effective August 1, 2011, if you are also eligible for the Post-9/11 GI Bill (chapter 33), you may choose the Post-9/11 GI Bill monthly housing allowance instead of the Voc Rehab subsistence allowance.

**Post 9/11 GI Bill (Chapter 33):**

This program pays a percentage of tuition and fees (see pay scale chart on next page), a monthly housing allowance if your rate of pursuit exceeds 50%, and a stipend for books and supplies. The $600 buy up payable under the Montgomery GI Bill and REAP is not payable under the Post-9/11 GI Bill.

You may be eligible for these benefits if you:

- served at least 90 aggregate days on active duty after September 10, 2001, and
- are still on active duty or
- were honorably—
  - discharged from active duty; or
  - released from active duty and placed on the retired list or temporary disability retired list; or
  - released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or
  - released from active duty for further service in a reserve component of the Armed Forces; or
  - were discharged from active duty for a service-connected disability and you served 30
For more information, see the VA website at http://gibill.va.gov/pamphlets/CH33/CH33_Pamphlet.pdf

As the spouse or child of a service member on active duty and eligible for the Post-9/11 GI Bill, you may qualify for transfer of benefits. As a transferee, you qualify for the same percentage and benefits as the service member. The service member can check http://www.gibill.va.gov/post-911/post-911-gi-bill-summary/ and follow the links to apply for transfer of benefits.

If you are the child of an active duty service member who died in the line of duty on or after 9/11/2001, you may be eligible for 36 months of entitlement under the 100% benefit level (the Fry Scholarship). See http://www.gibill.va.gov/documents/factsheets/fry_scholarship.pdf for further information.

**Survivors’ and Dependents’ Educational Assistance Program (DEA or Chapter 35):**

This program pays a monthly benefit based on enrollment status. These benefits are available to dependents of:

- a veteran who either died or is permanently and totally disabled as a result of a service-connected disability arising out of active-duty service (or died from any cause while so disabled);

- a service member missing in action or captured in line of duty; or forcibly detained or interned in line of duty by a foreign government or power;
- a service member hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and is likely to be discharged from service for that disability (effective December 2006).

For further information, see the pamphlet published by the VA at http://www.gibill.va.gov/pamphlets/CH35/CH35_Pamphlet.pdf

**Montgomery GI Bill-Selective Reserve (Chapter 1606):**

This is an educational program for active members of the Selected Reserve. Eligible recipients receive a monthly stipend based on enrollment status. Chapter 1606 eligibility is determined by the Department of Defense. Basic eligibility requires a six-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training.

For further information, see the pamphlet published by the VA at http://www.gibill.va.gov/pamphlets/CH1606/CH1606_Pamphlet.pdf.

**Reserve Educational Assistance Program (REAP or Chapter 1607):**

This educational benefit is for certain Reservists who were activated after September 11, 2001. Eligible recipients will receive a monthly stipend based on enrollment status and period of service. To be eligible, you must be a member of a reserve component and have performed active service for a minimum of 90 consecutive days. Additional benefits may be available under the Post-9/11 GI Bill. Visit http://www.gibill.va.gov/post-911/other-programs/reap.html for further information.

**VA educational benefits and Hazlewood:**

If you are a veteran or dependent of a veteran and qualify for the Hazlewood exemption, you may use both Hazlewood and the GI Bill simultaneously. The Hazlewood exemption exempts the tuition and required fees for eligible classes up to 150 credit hours total in Texas public institutions. Your school certifying official can verify whether your course is eligible. Any unused hours can be transferred to children who meet eligibility requirements. Find eligibility and benefit information about Hazlewood and forms at http://www.collegefortexans.com/apps/financialaid/tofa2.cfm?ID=500. UT Austin may require additional forms.

If you receive VA educational benefits under

- MGIB-AD, REAP, or DEA, you may use the Hazlewood exemption for your state-funded tuition and still receive the full monthly stipend from the VA.

- Post-9/11 GI Bill, you may use Hazlewood to pay for the amount of state-funded tuition which is not paid by the Post-9/11 tuition benefit. The hours used by Hazlewood
would be prorated. The Hazlewood exemption will be processed after the University receives and posts the tuition benefit paid by the VA. Typically this will only occur after the census date of the semester.

If the Post-9/11 tuition amount received exceeds the state-funded tuition, Hazlewood exemption cannot be applied.

Your Money

**Overpayments:** An overpayment is an incorrect benefit payment that is more than the amount to which you are entitled. An overpayment is created when:

- a course that does not count towards your stated degree program is certified;

- you change registration from a grade to pass/fail and the class no longer counts toward your degree program;

- you drop a class before completion, including during the add/drop period and after it was certified, or you drop a class from a past semester which was certified for VA education benefits;

- you withdraw from the University, including retroactive withdrawal, for a semester which was certified for VA education benefits;

- as a graduate student you received a symbol of "I" or “NC” after a class was certified;

- you change your degree program in the middle of a semester, resulting in a reduction in certifiable hours.

When any of these situations occur, the VA may make a retroactive adjustment to your award and you may be charged with a debt to the U.S. government. This debt must be repaid unless you can show that the reduction in enrollment was due to mitigating circumstances. If you would like to submit a claim for waiver of the overpayment, contact your school certifying official. Your school certifying official can provide you a Statement in Support of Claim form (form 21-4138), where you may use your own words to explain your reduction in enrollment status to the VA. The VA will inform you of their decision if they choose to waive the overpayment.

**What if your money is late?** Your check may be late for any of the following reasons:
□ You have not verified your monthly attendance to the VA (MGIB-AD, MGIB-SR, or REAP). You may verify your enrollment by phone at 1-877-823-2378, or through the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave/index.do

□ You have changed your enrollment status. Changes in enrollment status require additional processing time and may, therefore, result in a delayed payment.

□ The VA has incorrect address information. The quickest way to implement an address update with the VA is by calling 1-888-442-4551. You may also submit an address update with the VA through your school certifying official.

□ Your file at the VA has a pending issue.

□ Your UT Tyler file has a pending issue. Your school certifying official will contact you if there is an issue which delays processing.

□ Your check is lost in the mail. If you have not received your check at the beginning of the month for the preceding month’s training, you should immediately contact the VA Regional Office at 1-888-442-4551.

□ The VA has an incorrect routing or account number.

□ You have not completed your enrollment certification request form.

**When will you receive your money?** The VA processing time can vary. Check their website for time required to process. Payments are made at the beginning of each month for your training during the preceding month. Students receiving MGIB-AD, MGIB-SR, and REAP benefits must verify attendance before payment can be made. In order to prevent unnecessary delays in payment, you should complete a questionnaire and turn it in to your school certifying official at the time of registration. Keep in mind that changes in registration may delay your benefits.

For Post-9/11 GI Bill recipients, checks received by the University from the VA will be applied to tuition and required fees or any outstanding balance; the difference will be refunded to you. If you have an electronic funds transfer (EFT) form on file, the refund will be automatically deposited to your bank account; otherwise a check will be mailed to your local address.
Frequently Asked Questions

• Can transcripts be faxed? Yes – but they will be considered unofficial.

• Can transcripts be emailed? No – we cannot accept transcripts by email.

• Why don’t we accept emailed transcripts? Transcripts sent by email can be easily altered and therefore are not accepted as a result.

• Can transcripts be sent to us electronically? Yes – but only from the sending institution; not from the student.

  • Speede: some Texas colleges will send transcripts electronically via “Speede”.

  • TREx: some Texas high schools will send transcripts electronically via “TREx”.

• How are electronic transcripts processed? Our processing team receives and loads them just like with any ordinary transcript. The transcript is printed out and scanned into Image as well.

• How long does it take for us to receive transcripts? The general rule of thumb is this: it takes us 2 weeks to receive and post transcripts from the day they were requested from the sending institution. It is important to note that not all institutions send transcripts immediately.

• What is transfer credit? These are the courses students have taken at other institutions. Each course is manually entered into the student’s transfer credit summary by our processing team.

• How long does it take transfer credit to be entered? This can vary depending upon the time of the year, the amount of transfer credit needing to be entered, as well as several different factors. Normally, it can take 7-10 business days before the student will see his or her transfer credit posted. FYI – transfer credit is only posted for active and matriculated students.

• What happens if the student listed a transcript on his or her application but never attended classes at that college? The student will need to provide us official documentation from that school stating that he or she never took classes there.

Lost Transcripts
• If the transcript was sent to us more than 2 weeks ago and still shows as “not received,” then you will need to have our processing team research it. They normally respond within 24-48 hours. In some instances, it may take longer.

• The student should also check with the sending institution to see if the transcript was sent.

IF YES – Refer the student to the Office of Graduate Admissions. They process all graduate transcripts.

• What if the student has the transcript sent FEDEX/UPS and signed for?

  *NOTE: all mail arrives at our physical plant before it is delivered campus wide. FEDEX/UPS received and signed for by the physical plant still have to be delivered like any normal article of mail.

Transfer Credit – Frequently Asked Questions

• What is transfer credit? These are the courses transferred in from other colleges and universities.

• Does this include high school work? No – but it does include dual credit college work.

• Who do we enter transfer credit for? Undergraduates who are active and matriculated.

• Who do we NOT enter transfer credit for? Graduate students.

• How long does it take for us to enter transfer credit? From the day the transcript is received, it can take up to 7-10 business days before the transfer credit is entered.

• What transfers? Anything with a “C” grade or higher from an accredited institution.

• What happens if the student wants to know what courses will transfer in as what? If the student wants to know about course equivalencies, please refer the student to his or her advisor.

• Is there an exception to the “C” or higher rule? Yes – if the student is “core complete,” and if one of those core classes is a “D”, we can still accept it.

• What is a “W”? This stands for “withdraw” – these classes will not be accepted.
• **Do we accept military credit?** Yes and no – we cannot use military transcripts for admissions purposes, because military transcripts do not provide GPA’s or letter grades. However, once the student is admitted into the university, he or she can petition to have those credits transferred in.

• **If the student earned over 30 hours through the military, are they still considered a transfer student?** No – they will have to meet the freshman requirements in order to be admitted.

• **Who can answer questions about “core” curriculum?** Admissions counselors can answer basic questions about core curriculum. These students should really speak with their department’s advisor, or they can email Carlos Alvarez.

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**High School Transcripts – Frequently Asked Questions**

• **Do we consider the GPA for admissions purposes?** No – we look at the student’s ACT/SAT scores.

• **What if the student is in the top 10% of his or her high school class?** They are automatically accepted into UT Tyler, despite what their test scores are.

• **Do home schooled students have to provide a GED?** No – they will submit a transcript just like any normal freshman applicant.

• **How do I know if the home school transcript is official?** The parent prepares the transcript, has it notarized, and seals it. Unsealed and/or un-notarized home school transcripts are considered unofficial.

• **How long do students have to turn in their “final” high school transcripts?** Students are given one semester to turn in their final high school transcripts to avoid an enrollment hold from being placed on their records.

• **What do we look at with regards to high school courses?** The student must have completed the “recommend” or “distinguished/advanced” program at his or her high school. This will be listed on the student’s transcript, but is applicable to Texas high schools only. Below are the minimum high school units required for admission:

  **Minimum high school units required for admissions include:**
Language Arts: Required: Four units of English

Science: Required: Three units of science to include at least one unit of Chemistry or Physics. Strongly recommended: Three units of laboratory science, including Chemistry and Physics.

Foreign Language: Required: Two units in a single language.

Mathematics: Required: Four units at the level of Algebra I or higher, e.g., algebra, geometry, elementary analysis, probability and statistics, solid geometry, calculus with analytical geometry. Informal geometry and pre-algebra will not fulfill this requirement.

Social Studies: Required: Three units

Electives: Required: Additional courses in the areas above and/or in fine arts and/or computer science to satisfy high school graduation requirements.

- Why don’t we enter high school coursework? We only enter in college level classes, since those are the only courses that will go towards the student’s degree plan.

Other Documents Received

- Shot Records: Shot records should be delivered to the Residence Life (e.g. Housing) Office.

- Nursing Applications: Applications for the nursing department must be submitted to that department directly.

- Excuses for Absences or Tardiness: These students should be referred to their individual professors.

- GRE/GMAT Scores: These are graduate level entry exams. The student will take the test and have the scores sent directly to UT Tyler just like with the SAT or ACT. The Office of Graduate Studies will load the scores onto the student’s file, and then the department will determine whether or not the student is admissible. Students may also hand deliver their scores to graduate studies, though they may not be official.

Other Common Questions
• What is an **Admissions Counselor**? Admissions Counselors normally deal with prospective students and applicants. They do not advise students on courses transferring in.

• What is an **Advisor**? Each department has its own advisor(s) or advising department. Advisors help students determine what classes they need to take in order to complete a degree program, and they also determine how classes will transfer in.

• What is a **Freshman Advisor**? First time freshmen are required to meet with a freshman advisor their first two semesters at UT Tyler.

• What does “admitted” mean? Admitted means that the student has been accepted into the university. First time freshmen have to pay their $100 confirmation fee before being full matriculated.

• **What is UT Tyler’s School Code?** 011163

• **What is UT Tyler’s SAT and ACT codes?**
  
  SAT Code – 0389  
  ACT Code – 4231

• **What address should students mail their transcripts to?**
  
  UT Tyler Office of Admissions  
  3900 University Blvd  
  Tyler, TX 75799

**Application Fee**

There is a non-refundable $25.00 application fee for domestic students or $50.00 for international students. Fees are subject to change at any time.

**How can the fee be paid?**
Students can pay the fee online on the Apply Texas application, by mail, over the phone, or in person at the cashier’s office or by check at the ESC front desk.

**Can the student request a fee waiver?**

Yes – this fee may be waived under certain circumstances:

1. Yes, if the student has received an SAT or ACT fee waiver. The waiver or copy of the waiver must be submitted to us before the fee will be waived.

2. Yes, if the student qualifies for the free/reduced lunch program at his or her high school. The student will need to have his or her high school counselor submit a letter on official school letterhead explaining this.

**How else can the student receive a fee waiver?**

The student can submit a request for a fee waiver in written form. These requests can be emailed, mailed, or hand delivered to the ESC. The student should be as detailed as possible in his or her request and should be encouraged to provide us any supporting documentation. The fee waiver committee normally meets every Friday to review these requests. The student will be notified once a decision has been made and/or if more information is required.

**Do fee waiver requests apply to international students?**

Yes. The process is the same.

**What about graduate students?**

Graduate students requesting a fee waiver need to contact the Office of Graduate Studies.

**What about transient students?**

We do not waive application fees for transient students.

**What happens if the student wants his or her $100 Freshman Confirmation Fee waived?**

He or she would submit the request in writing, just the same as if applying for the application fee waiver. The student should be as detailed as possible in the request.
What if the student wants his or her $75 Orientation Fee waived?

The orientation fee is handled through the Student Life & Leadership Office. We cannot waive this fee.

What if the student is on or has a disability?

Have the student submit a written request, and the fee will be waived. We just need to have something in writing before we can waive the fee.

What if the student is active military, a veteran, or in the reserves?

Have the student submit a written request, and the fee will be waived. We just need to have something in writing before we can waive the fee.

How can the student pay the application fee?

1. On the Apply Texas Application
2. Over the phone with the cashier at 903.566.7227
3. In person with the cashier
4. Check/money order in person at the ESC
5. Check/money order by mail

What happens if the student doesn’t pay the application fee?

An enrollment hold will be placed on the student’s account preventing registration.

Freshman Advising

All first time freshmen are required to meet with a Freshman Advisor during their first two semesters at UT Tyler. This does not include freshmen with college hours.

How does this apply to admissions?

- We don’t have access to the Freshman Advisors’ schedules. Students will need to talk to Academic Advising to schedule, reschedule, check on, or cancel appointment times.
- Students cannot meet with their freshman advisors unless they have paid their $100 Freshman Confirmation Fee and the $75 Orientation Fee.
• The freshman advisor is the one who will advise and register the student in classes. First time freshmen cannot enroll themselves.

Admissions Counselors can answer basic questions regarding core curriculum.

**Second Baccalaureate – Out of State**

If the student is transferring in from an out of state college and wants to complete a second bachelor’s degree, they are required to take the following classes in order to be considered “Core Complete”…

• US History I
• US History II
• US Government
• Texas Government

• **What is considered “full time” status?**

**Fall and Spring Enrollment Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>9 semester credit hours</td>
</tr>
<tr>
<td>Three quarters time</td>
<td>6-8 semester credit hours</td>
</tr>
<tr>
<td>Half-time</td>
<td>5 semester credit hours</td>
</tr>
<tr>
<td>Part-time/Less than half-time</td>
<td>1-4 semester credit hours</td>
</tr>
</tbody>
</table>

**Summer Enrollment Status (per Summer semester (i.e., Long Summer, Summer I, SummerII))**

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>6 semester credit hours</td>
</tr>
<tr>
<td>Part-time</td>
<td>3 semester credit hours</td>
</tr>
</tbody>
</table>

• You must be enrolled in a minimum of 6 semester credit hours to be considered for any financial aid.
What documents should I submit to the Veterans Resource Center?

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>New Undergrad Veteran</th>
<th>New Undergraduate Dependent</th>
<th>New Graduate Veteran</th>
<th>New Graduate Dependent</th>
<th>Current Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a pending application, don’t use VONAPP to resubmit your claim.</td>
<td></td>
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</tr>
<tr>
<td>VA 22-1990 (If you are a veteran/service member who has never claimed benefits before or are changing chapters)</td>
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<tr>
<td>VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation</td>
<td>YES</td>
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<tr>
<td>VA 22-1995 (If you are a veteran or transferee changing institutions)</td>
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<td>VA 22-5490 (If you are a dependent of a veteran who has never claimed benefits before under the chapter you are requesting, including Fry Scholarship)</td>
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<tr>
<td>VA 22-5495 (If you are a dependent of a veteran changing institutions)</td>
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<td>VA Form 22-1990E, Application for Family member to use Transferred Benefits. Bring letter of approval from DOD.</td>
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<td>Enrollment Certification (The Golden Ticket)</td>
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<tr>
<td>Degree plan or letter from graduate adviser (if enrolled in graduate school)</td>
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<tr>
<td>DD 214 member 4, or Notice of Basic Eligibility (NOBE) - obtain from your Unit</td>
<td>YES</td>
<td></td>
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<td>YES</td>
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<tr>
<td>Certificate of Eligibility (if available; copy of VONAPP if not) from the VA</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Award or Benefit Letter from last term (from the VA)</td>
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<td>YES</td>
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<tr>
<td>Statement of Understanding (the last page of this booklet)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
<td>YES</td>
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<tr>
<td>Birth Certificate</td>
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<td></td>
<td>YES</td>
</tr>
</tbody>
</table>
Disclaimer

The Veterans Resource Center who compiled this directory does not warrant the validity or accuracy of any site’s information or its fitness for any particular purpose and are not responsible for the content of any “off-site” web pages and/or links referenced in the Directory. Many Veterans services are grant supported and, as such, are time sensitive and change over time so information may be outdated.

If you find that one of these references or sites is no longer active, we ask that you notify us so that we may revise the Directory. Please send a brief email describing the inaccuracy to:

Veterans Resource Center
University of Texas at Tyler
Email: vrc@uttyler.edu

In addition, if you provide services and/or supports and are not currently listed but believe you should be, please take a few minutes to complete and return the information requested on the attached form. We will try to include your information in future updates to the Resource Manual. If you do not currently offer services to veterans, please consider doing so.
Veterans Resources:
Additions/Revisions to Manual

Please list your information below and return.

Instructions: Please fill in information below with any additional information you believe we should know and mail or email the Veterans Resource Center.

Veterans Resource Center
University of Texas at Tyler
3900 University BLVD
Tyler, TX 75799
vrc@uttyler.edu

Is this an:

Addition? __________
Deletion? __________
Revision? __________

Resource Category (ex.-- “Housing”):

Summary of Services Provided:

Contact Information:
Address:

Phone Number:

Email:

Website: