

Veterans Educational Benefits

- Determine which benefit is best for you.**
<https://www.va.gov/education/about-gi-bill-benefits/> or call the VA at 1-888-GIBILL-1 (1-888-442-4551).
- Apply for your benefits.** The best way to apply for benefits is to use the Veterans Administration's online application by visiting the following web page <https://www.va.gov/education/how-to-apply/>. Once you have completed the application, print a copy for your records.
- Receive your Certificate of Eligibility (COE).** After the VA processes your application, they will send you a Certificate of Eligibility. It may take the VA 3-6 weeks to process your application. This document will list the benefit you will receive. Keep this COE for your records. You will also receive a **Confirmation Page of the application received** prior to the COE. Print this out and save it.
- After you are registered for classes.** Email/fax/mail or drop off a copy of your COE or Confirmation Page of COE application if you have not received your COE yet (Submit your COE after you receive it.), a copy of your DD-214 Member Copy 4 (if you are a veteran), and a copy of your Course schedule in concise format to the Veterans & Military Affairs Office, Student Services Building, Room 102. Complete a SUNY Broome *Veterans Educational Benefits Request Form* and a *Promissory Note*. These forms are available in the SUNY Broome Veterans & Military Affairs Office.
- If you previously received VA educational benefits at a different school or have been out of school for more than a year.** You will need a *Request for Change of Program or Place of Training Form* (VA Form 22-1995) or *Dependents' Request for Change of Program or Place of Training* (VA Form 22-5495 if using Chapter 35 or transferred Chapter 33 Benefits) in addition to the items listed in number 4 above.
- Transcripts.** You **MUST** submit Official Transcripts from all former institutions attended prior to your second semester of enrollment and meet with your academic department for transfer evaluation of credits. Request your Military transcript to be sent to the SUNY Broome Admissions Office from one of the following sites. For Army/Coast Guard/Marine/Navy Veterans: <https://jst.doded.mil> or for Air Force Veterans: <https://www.airuniversity.af.edu/barnes/ccaf/>
- Payments.** After we have received the above information, we will certify your enrollment and submit the information to the VA. The VA can take up to 8 weeks to process this information and start payments.
- FAFSA.** It is recommended that you apply for federal student aid by completing a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>. For SUNY Broome to receive your application data, you must include our school code, **002862**, as one of the schools you plan to attend.
- Important.** For every subsequent semester you attend SUNY Broome Community College, you will need to return to the Veterans & Military Affairs Office to activate your benefits after you have registered for classes. You are required to complete the SUNY Broome *Veterans Educational Benefits Request Form* along with a *Promissory Note*. Submit both along with your Course Schedule in concise format to the SUNY Broome Veterans & Military Affairs Office, Student Services Building, Room 102.