Step 1: Apply for admission.
Choose a program and apply for admission. You can continue
to complete the steps below before you have received an
admissions decision. Continue to Step 2A if this is your first
time using education benefits or skip to Step 2B if you are
changing programs and have used your benefits before.

Step 2A: (If first time using G.I. Bill)
Submit the VA application.
If you are using Post-9/11 G.I. Bill veteran benefits for the
first time, submit the Veteran Affairs (VA) application,
commonly known as VA Form 22-1990, through VA.gov.
After this is complete, the VA will send you a Certificate of
Eligibility by mail. You may also download a copy from either
of these sites once available.

Step 2B: (If used G.I. Bill previously)
Submit the Request for Change of
Program or Place of Training form.
Only if you have used Post-9/11 G.I. Bill veteran benefits at
another institution will you need to complete and submit VA
Form 22-1995 to the Veterans Resource Center at Syracuse
University. The form is available on the US Department of
Veterans Affairs site.

Step 3: Submit a copy of the Certificate of
Eligibility (COE).
You must submit a copy of the Certificate of Eligibility to the
Veterans Resource Center at Syracuse. You will receive the
certificate from the VA, but this may be several weeks after
you submit the VA application. You may submit the form(s)
to the Veterans Resource Center by scanning and e-mailing,
or by mail, fax, or drop-off.

If needed, and you do not yet have the Certificate of
Eligibility, the Veterans Resource Center can assist you in
working with the Bursar’s Office if we have copies of the
documents submitted prior to being issued the COE. There
are two such documents—a copy of your DD-214 and a
copy of VA Form 22-1990.

Step 4: Submit the Request for Benefit
Certification form.
If you are admitted to a program at Syracuse University and
you are ready to enroll, you will need to complete and send
the Syracuse University Request for Benefit Certification
(RFC) form to the Veterans Resource Center each term you
wish to use your benefits. After admission, the form can be
found online in your MySlice account in the financial aid
section.

You will need your SU NetID activated to use MySlice. If
you have not already done so, use your SU ID number and
follow the online instructions on the Information Technology
Services (ITS) page to activate your NetID.

Step 5: Apply for federal student aid
(FAFSA).
To assist with education costs during break periods or
those not covered by veteran benefits, Syracuse University
recommends exploring federal aid. All students are
encouraged to apply for federal and state financial aid for
which they may qualify. Students may receive all federal
aid for which they qualify IN ADDITION TO their VA
educational benefits. To apply for federal aid, complete the
Free Application for Federal Student Aid (FAFSA) online.
Syracuse University’s school code is 002882. New York
State residents may also be eligible for Veterans Tuition
Awards.
Estimating Months of Eligibility to Cover Your Program of Study

First contact the VA (888-GIBILL-1 or 888-442-4551) or check either eBenefits.va.gov or Vets.gov to confirm your remaining total months of available eligibility. Then use the following steps to estimate the conversion of months to weeks and decide if the estimate covers the length and cost of your program. The information in the right column demonstrates the formula and acts as an example only.

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Example Based on 30 Months of Eligibility and 54 Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter your total number of months of eligibility provided by the VA.</td>
<td>30 months of eligibility</td>
</tr>
<tr>
<td>2. Assuming each month is four weeks in length, multiply the number of months by four to calculate your estimated weeks of eligibility.</td>
<td>30 months of eligibility x 4 weeks per month = 120 weeks of eligibility</td>
</tr>
<tr>
<td>3. Enter the total number of credits required in the program.</td>
<td>54 credits</td>
</tr>
<tr>
<td>4. Assuming you take 6 credits per term, and each term is 12 weeks in length, calculate the total number of weeks of eligibility required to complete the program.</td>
<td>54 credits / 6 credits per term = 9 terms 9 terms x 12 weeks per term = 108 weeks of eligibility required</td>
</tr>
<tr>
<td>5. Subtract the total eligibility the program would require (total in step four) from your weeks of eligibility (total in step two).</td>
<td>120 weeks of eligibility - 108 weeks of eligibility required = 12 weeks of remaining eligibility</td>
</tr>
<tr>
<td>6. Do you have enough eligibility to cover this program in totality?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If the total in step five is greater than or equal to zero, you have enough weeks of eligibility to cover your program. If the total in step five is less than zero, consider additional funding sources to cover the remaining cost of your program such as federal financial aid.

Questions?

Contact the Department of Veterans Affairs (VA) for information regarding your months of eligibility and receiving your Certificate of Eligibility.

Contact Syracuse University’s Veterans Resource Center for assistance navigating Syracuse University and Veterans Affairs processes.

Additional information can be found on the Veterans Resource Center website.