

1. The first step in requesting your benefits is to complete a [VA Application For Benefits](#) to use your VA Education Benefits. This will prompt the VA to review your file and you will be sent a Certificate of Eligibility (COE) outlining the VA Education Benefit you are eligible for and how many months of eligibility you have remaining.

Note: If you have used VA education benefits previously at another university, you must complete [VA Form 22-1995](#) (Request for Change of Program or Place of Training) or re-apply for your VA education benefits on [va.gov](#), selecting "Update my current education benefits" under "Find Your Education Benefit Form."

1. Complete the [Request for Certification Form Fall 2024](#), upload a copy of your Certificate of Eligibility (Usually received within 30 days of submitting your application) in the form. This serves as your request to use VA Education Benefits for the upcoming semester.
2. If you are not sure if you are eligible for Yellow Ribbon, please check your eligibility at the VA's [Yellow Ribbon Program Information](#) page, you do not need to fill out a separate form to apply for Yellow Ribbon, you need only to indicate it on the form.
3. If you are already covered under a Health Insurance plan (VA or Disability health coverage or Private Insurance plan) and are attending Georgetown Law Center full-time, you will need to [Waive Health Care Coverage](#) if you do not intend to use Georgetown's Health Insurance Plan
4. Also, you will need to Waive the "Tuition Insurance Fee" if the VA is paying 100 percent of your tuition and fees, the VA **does not** pay this fee.
5. Also if you do not intend to pay the tuition insurance fee out of pocket and are not 100 percent eligible for benefits, please waive the Tuition Insurance fee as well, the VA does not pay this fee for any student.
6. Make sure your [direct deposit account](#) is set up with the VA so you can receive all portions of your VA Education benefits that will be sent directly to you by the VA. These payments include housing allowance, book stipends etc if you are eligible for those benefits.
7. Review your bill in [MyAccess](#) and note what portion of your bill will not be covered by VA Education Benefits.

Please note: Only Chapter 33 Post-9/11 GI Bill® and Chapter 31 VR&E payments will come directly to Georgetown Law Center. All other payments will come to you directly from the VA or CH 31 VR&E office.

Need help determining what portion of the bill you owe and what will be covered by VA Education Benefits? Please contact lawmilitarybenefits@georgetown.edu , myaccount@georgetown.edu or thirdpartybilling@georgetown.edu .

For any amounts on your bill not covered by VA Education benefits formulate a plan to pay this balance. Payments can be made through [MyAccess](#) or you may contact [Financial Aid](#) and find out other options that may be available to you. If you would like to discuss a payment plan, please contact student accounts directly at MyAccount@georgetown.edu.

9. Make sure to submit your monthly enrollment information to the VA for timely processing of VA Benefits and BAH. ****This step is not required for students using Chapter 31 (VR&E) or Chapter 35 (DEA) Benefits at this time.**

[Enrollment Verification Instruction for Ch 33 Students](#)

10. Email lawreg@georgetown.edu if you change your schedule at any point in the semester. Please see **Change of Enrollment Information** for more information about what can happen if changes to your enrollment are made.

Note: The Request for Certification should be completed **each semester** after registration (See Continuing Student Checklist on the Registrar's page)