VA Student To-Do lists for getting VA Benefits via Kairos Pacific

Here's a detailed step-by-step guide for **U.S. veteran students** who enroll at **America Evangelical University/Kairos Pacific University(KPU)** now that we are a **VA-approved institution** for GI Bill® benefits. Kairos Pacific University is a branch campus of America Evangelical University so all the paperworks entered to VA should be entered as America Evangelical University.

This assumes they are new to the VA education benefit process — if they have used it before, some steps will be shorter.

Step 1 – Confirm Eligibility

1. **Check GI Bill® eligibility**

    o   The student should confirm they are eligible for VA education benefits by reviewing their status on the VA website: https://www.va.gov/education/eligibility/

    o   Benefits may include: Post-9/11 GI Bill® (Chapter 33), Montgomery GI Bill® (Chapter 30), or other chapters (31, 35, 1606).

2. **Gather military documentation**

    o   **DD Form 214** (Certificate of Release or Discharge from Active Duty) for veterans.

    o   **NOBE (Notice of Basic Eligibility)** for reservists or National Guard members.

Step 2 – Apply for VA Education Benefits

1. **Complete VA Form 22-1990** (for first-time applicants) or **VA Form 22-1995** (for students transferring benefits from another school).

    o   This is done online through the VA's eBenefits or VA.gov portal: https://www.va.gov/education/how-to-apply/

2. **Receive the Certificate of Eligibility (COE)**

    o   The VA will mail/email the COE showing the student's remaining entitlement and percentage of benefits.

    o   Processing time: usually 30 days, but can be longer during peak seasons.

Step 3 – Provide Documentation to America Evangelical University/Kairos Pacific University(KPU)

1. **Submit the following to the KPU VA School Certifying Official (SCO) Hannah Lee(Hannah.Lee@kairos.aeu.edu) and or Brian.kim@kairos.aeu.edu** :

   o **Certificate of Eligibility (COE)** from the VA.

   o **DD-214 or NOBE**.

   o **Kairos Pacific University Enrollment Form** (with program, start date, and expected graduation date).

   o **Official transcripts** from all prior colleges/universities (including military credits through JST or CCAF) so transfer credit can be evaluated — required by VA.

2. **Meet with the KPU VA SCO**

   o Our SCO will explain the benefit process, certify enrollment with the VA, and review student responsibilities.

Step 4 – KPU Certifies Enrollment with VA

- The SCO submits **VA Form 22-1999 (Enrollment Certification)** electronically to the VA.

- Certification includes program name, term dates, credit load, and tuition/fees.

- The VA then processes payment directly to the school (for tuition/fees under Post-9/11) and/or to the student (housing allowance, book stipend).

Step 5 – Maintain Eligibility Each Term

1. **Register for classes early** so the SCO can submit timely certifications.

2. **Verify monthly enrollment** (for Post-9/11)

   o Students must respond to the VA's monthly text/email verification to keep housing payments active.

3. **Maintain satisfactory academic progress** per KPU and VA rules.

4. **Report any changes** (add/drop classes, withdrawal, program change) to the SCO immediately — VA overpayments can occur otherwise.

Step 6 – Understand Payments

- **Post-9/11 GI Bill® (Chapter 33)**

   o Tuition & fees paid directly to KPU (based on eligibility %).

- o   Monthly housing allowance (MHA) paid to student.

  - o   Book stipend ($41.67/credit hour, up to $1,000/year) paid to student.

- **Other chapters** (e.g., Ch. 30, 35)

  - o   Monthly stipend paid directly to the student; tuition must be paid by the student to KPU.

Step 7 – Stay in Communication

- Keep in regular contact with the KPU VA SCO.

- Monitor the VA's **WEAMS School Search** site to confirm KPU program approval.

- Use **VA's GI Bill® Hotline** for benefit questions: **1-888-GIBILL-1 (1-888-442-4551)**.

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