

## Applying for Chapter 35 (Dependents Educational Assistance) Benefits

### 1) Apply for benefits

- Complete the appropriate application at <https://www.va.gov/education/how-to-apply/>
  - Dependent who has not previously used benefits: VA Form 22-5490
  - Dependent who **has** previously used benefits: VA Form 22-5495 (Change of Program/Location)

### 2) Complete the Pennwest in-house GI Bill form at <https://www.pennwest.edu/military>

- This form must be completed EVERY semester if you want to use your benefits.
- Please make sure to include the veteran's social security number (last 4 digits only) which is required for processing. The School Certifying Official will reach out to obtain the entire SSN.

### 3) Submit Certificate of Eligibility to Office of Veterans Affairs at Pennwest to [calveterans@pennwest.edu](mailto:calveterans@pennwest.edu).

### **Other important details:**

- It is the students responsibility to notify the School Certifying official of ANY changes in credits or enrollment (drop/add courses, withdrawal, etc). Failure to notify the Office of Veterans Affairs of these changes could result in student debt.
- You must be registered for at least 12 undergraduate credits or 9 graduate credits to be considered full-time in a regular semester. Courses that do not run for the entire length of the term may affect your full-time status. Summer/Winter terms vary on the number of credits required to be considered fulltime.

### **Office of Veterans Affairs Contact Info:**

724-938-4076

[calveterans@pennwest.edu](mailto:calveterans@pennwest.edu)