



Checklist for Veterans Education Benefits

New Students

_____ **Apply for your COE (Certificate of Eligibility) or NOBE (Notice of Basic Eligibility) from the VA.** Submit application on line (www.gibill.va.gov). (Obtaining your Certificate of Eligibility can take several weeks; but continue with the following steps if you have completed the on-line application 22-1990).

Not sure what benefits you are eligible to receive? Contact your County Veterans Service Officer. The location for the Milwaukee County Veteran Service Office is: 6419 West National Avenue, Milwaukee. The telephone number is 414-266-1235.

_____ After being admitted to MATC:

- Enroll in an Associate Degree or Technical Diploma Program
- Register for classes
- Complete and submit a MATC Veterans Educational Benefit Request Form
- Submit a copy of your DD-214 or NOBE
- Submit a copy of your Certificate of Eligibility
- **For Ch. 30, 1606, & 1607:** At the end of every month you must log onto **WAVE** (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to <http://www.gibill.va.gov/> and click on "Verify Attendance".

Need Help Getting your NOBE and/or DD-214?

_____ **NOBE** - National Guard Members who need to obtain their **Notice of Basic Eligibility (NOBE for short)** now have a one-stop shop to obtain this important documentation on-line. For more information visit: <https://minuteman.ngb.army.mil/Benefits/Unsecured/Login.aspx?ReturnUrl=%2fbenefits%2f>. Members whose documentation is not available on-line should contact their unit education offices.

_____ **Veterans request a DD-214 on-line:** The Office of Military Personnel Files has announced that veterans and the next of kin of deceased veterans can now submit a request for a copy of their DD214, Record of Military Service on-line. For more information please visit: <http://www.archives.gov/veterans/evetrecs/index.html>

Transfer Students

Complete a 22-1995 school transfer form on VONAPP (<http://www.gibill.va.gov/>)

- Enroll in an Associate Degree or Technical Diploma Program
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- Submit a copy of your Certificate of Eligibility
- For Ch. 30, 1606, & 1607: At the end of every month you must log onto WAVE (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to <http://www.gibill.va.gov/> and click on "Verify Attendance".

Continuing Students

- Register for Classes
- Submit a MATC Veterans Educational Benefits Request form.
- For Ch. 30, 1606, & 1607: At the end of every month you must log onto WAVE (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to <http://www.gibill.va.gov/> and click on "Verify Attendance".