UH West O’ahu is dedicated to supporting our military and veteran students and family members. We recognize the unique experiences that come with serving in the armed forces and are grateful for the service and sacrifice provided in the defense of our great nation. The information provided below is aimed to help you receive your educational benefits. You may also contact our office if you need further assistance.

**NEW STUDENTS**

Follow these steps

1. Submit a copy of your VA Certificate of Eligibility to the Office of the Registrar.
   - If you have never received benefits, submit an application for your VA benefits at the VA website ([benefits.va.gov/gibill/apply](http://benefits.va.gov/gibill/apply)). Once you have been determined eligible to receive benefits, a Certificate of Eligibility will be mailed to you so that you can use it to apply your benefit to your tuition and fees at UH West O’ahu.
   - If you have not yet received your Certificate of Eligibility, but you have already applied for it on the VA website, and would like to start the process to receive your benefits, please provide a copy of your VA application form to the Office of the Registrar or inform the VA Certifying Official at UH West O’ahu to see if we can certify you earlier.
   - To determine which benefit you qualify for, please contact the VA at 1-888-442-4551 or visit their website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

2. Complete Enrollment Certification forms (available at [uhwo.hawaii.edu/forms](http://uhwo.hawaii.edu/forms)). See an Academic Advisor during express advising for approval of courses ([uhwo.hawaii.edu/advising](http://uhwo.hawaii.edu/advising)).

3. Submit Enrollment Certification forms to Office of the Registrar.

4. Any add/drops after initial certification must be reported to the Office of the registrar using the Veteran Student Change in Enrollment Form. Failure to do so may result in over/underpayment by the VA and may lead to a student debt to VA or the University.

5. Recertification is not automatic and enrollment information forms must be submitted every semester.

**TRANSFER STUDENTS**

Previously used VA benefits at another institution

If you have previously used benefits and are transferring from another institution, submit a copy of one of the following after having submitted original form to the Regional Processing Office in Muskogee, Oklahoma:

- Individuals receiving benefits under the Post-9/11 GI Bill, MGIB-AD, MGIB-SR, VEAP, and REAP will need to submit a VA Form 22-1995 “Request For Change of Program or Place of Training”
- Individuals receiving benefits under the Dependents’ Education Assistance Program will need to submit a VA Form 22-5495.

**VOCATIONAL REHABILITATION STUDENTS**

Contact your counselor at Vocational Rehabilitation to send a VA Form 28-1905 verifying and approving your educational benefits.

**CONTINUING STUDENTS**

Upon registering for classes, submit the appropriate Veteran Student Enrollment Forms. Recertification is not automatic and enrollment information forms must be submitted every semester.

Forms available at [uhwo.hawaii.edu/forms](http://uhwo.hawaii.edu/forms)
HOW TO RECEIVE VETERAN BENEFITS

NEW STUDENTS
TRANSFER STUDENT
VOCATIONAL REHABILITATION STUDENTS
CONTINUING STUDENTS

CONTACT US
Office of the Registrar
Campus Center, C141
91-1001 Farrington Highway
Kapolei, HI 96707

Phone: (808) 689-2900
Fax: (808) 689-2901
Email: uhwo.records@hawaii.edu
Website: uhwo.hawaii.edu/veteranservices

University of Hawai‘i – West O‘ahu is an equal opportunity, affirmative action institution.