



# YOUR FIRST TIME USING VA EDUCATION BENEFITS AT CSN

**You must complete all steps. Not doing so can delay or prevent you from receiving your benefits.**

### About VA Education Benefits

<https://benefits.va.gov/gibill/docs/gibguideseries/chooseyoureducationbenefits.pdf>

<https://www.va.gov/education/about-gi-bill-benefits/>

## STEP 1 – APPLY FOR VA EDUCATION BENEFITS CERTIFICATE OF ELIGIBILITY (COE) ONLINE at [www.va.gov](http://www.va.gov)

**To submit a Claim for your education benefits to CSN VETS Center, you must have a COE OR documents listed below**

Chapter 30 MGIB-AD	Confirmation page from online application (22-1990) and DD-214
Chapter 31 Veteran Readiness & Employment	Valid E-authorization from VR&E Counselor
Chapter 33 Post 9/11*	Confirmation page from online application (22-1990) and DD-214
Chapter 33 Transfer of Entitlement	Confirmation page from online application (22-1990E)
Chapter 33 Fry Scholarship	confirmation page from online application (22-5490)
Chapter 1606 MGIB-SR	confirmation page from online application (22-1990) and Notice of Basic Eligibility (NOBE) from Unit
Chapter 35 Dependents Education Assistance	<u>Spouse</u> : Confirmation page from online application (22-5490), marriage certificate, veteran letter of disability <u>Child</u> : Confirmation page from online application (22-5490), birth certificate, veteran letter of disability <u>Stepchild</u> : Confirmation page from online application (22-5490), birth certificate, parent's marriage certificate, and veteran letter of disability
Transfer Student – Used your VA Education Benefits at another school	Submit a Request to Change of Place of Training at <a href="http://www.va.gov">www.va.gov</a> Provide a copy of confirmation page (22-1995 or 22-5495)

## STEP 2 – APPLY FOR ADMISSIONS TO CSN ONLINE AT <https://www.csn.edu/i-am/students-veteran-benefits>

**Important: VA does not cover Non-Resident Tuition** - Nevada Resident requirements visit <https://www.csn.edu/residency>

To change status to Resident, complete attached **Veteran Tuition Residency Form** or **Residency application**. Submit to the Registrar BY DEADLINE.

## STEP 3 – MEET WITH AN ADVISOR TO GET A SIGNED DEGREE PLAN FOR YOUR MAJOR AT CSN

Call 702-651-5060 to schedule an appointment

**Health Program Majors** must visit <https://www.csn.edu/health-sciences> for program limited entry requirements, orientation, and advising.

**VA Advisors cannot advise Health Program Students.**

## STEP 4 – CONFIRM YOUR MAJOR AND THE CATALOG YEAR IS CORRECT **BEFORE** THE 1ST DAY OF SEMESTER

**Your major is declared in MyCSN. Instructions attached.** More info visit <https://www.csn.edu/declaration-major-information>.

## STEP 5 – ENROLL IN CLASSES (Instructions <https://www.csn.edu/registration-information>)

**Important: The VA will only accept classes required for your declared major in MyCSN** (see Step 4)

VA WILL NOT pay for classes already satisfied with transfer/prior credits, or to retake a class you have already passed.

**\*\*Chapter 33 Post 9/11 see next page for BAH Residency Requirement**

## STEP 6 – SUBMIT YOUR CLAIM FOR YOUR VA EDUCATION BENEFITS TO THE CSN VETS CENTER

**You must complete ALL steps above for your claim. Not doing so can delay or prevent you from receiving your benefits. Submit claim:**

**In Person:** Bring proof of eligibility (see STEP 1), signed degree plan, and class schedule to our office to complete a new student packet at Modular 11 on the West Charleston Campus.

**By Email:** Email proof of eligibility (see STEP 1), signed degree plan, class schedule, and completed new student packet to [csn.va@csn.edu](mailto:csn.va@csn.edu).

## YOU MUST SUBMIT A CLAIM EACH SEMESTER YOU ATTEND CLASSES

Go to [www.csn.edu/vets-center](http://www.csn.edu/vets-center) to file an online claim using the "Submit Online Claim" link.

Your claim will be filed with the Major declared to the VA at the time of your previously certified claim.

**Changing your major?** → Make sure major is correct in MyCSN and you have had advising for your new major.

To correct your major, go to <https://www.csn.edu/declaration-major-information>

*\*\*Chapter 31 VR&E must have an active E- Authorization on file*

## GUEST STUDENTS

### New Guest Student

1. Apply for CSN admissions at <https://www.csn.edu/i-am/students-veteran-benefits>.
2. Provide concurrent enrollment form from Parent school listing approved CSN classes and eligibility.
3. Register for approved courses listed on concurrent enrollment form.
4. Email your concurrent enrollment form and class schedule to the VETS Center at [csn.va@csn.edu](mailto:csn.va@csn.edu) to request to use your benefits OR visit Modular 11 on the West Charleston campus with your concurrent enrollment form and class schedule.

### Returning Guest Student

1. Provide concurrent enrollment form listing approved CSN classes and eligibility.
2. Register for approved courses listed on concurrent enrollment form
3. Go to [www.csn.edu/vets-center](http://www.csn.edu/vets-center) to file an online claim using the "Submit Online Claim" button

*\*\*Chapter 31 VR&E must have an active E- Authorization with approved classes on file*

**\*\*Chap 33 Post 9/11 planning for your BAH Resident Course Requirements - Must have at least one In-person, Hybrid or Web-remote course each term to receive Resident Rate BAH.**

**In-Person** — Attend class in-person in a traditional classroom. Reported as Resident credit hours.

*Remedial courses must be taken In-person or Web-remote (ex. MATH 95 and ENG 98). Cannot be taken as Online or Hybrid.*

**Hybrid** — Class is combination of online and in-person. Reported as Resident credit hours.

**Web-Online** — Class fully-online. Reported as Distance Learning credit hours.