

Information for Veterans Educational Benefits Students

When do I need to contact the Carnegie Mellon certifying official?

- At the beginning of each term, preferably before the 10th day of classes. Please remember to fill out the Veterans Educational Benefits Information form.
- If there is a change in your contact information (address, phone number, or e-mail), or if you submit a Change of Name form.
- If you make a change affecting your benefits (e.g, switching from Chapter 33 to Chapter 31, leaving/going on Active Duty, etc).
- If you are going from full-time to part-time, or vice versa, or if you are taking a leave of absence or withdrawing from the University.

What is the contact information for the certifying official?

For questions regarding Veterans Educational Benefits, contact:

Mike Danko

NROTC Coordinator/School Certifying Official

4615 Forbes Ave., Room 200

Office Hours

Monday–Friday 8:30 am – 4:00 pm

E-mail: uro-vaedbenefits@andrew.cmu.edu

GI Bill Certifications: What are the steps? What documentation do I need?

Chapter 33 (Post-9/11 Veteran or Dependant)

- Register for classes.
- Visit www.gibill.va.gov and complete the application for Post-9/11 GI Bill benefits.
- Wait for letter of eligibility to arrive via mail.
- Bring your Post-9/11 GI Bill letter of eligibility to the School Certifying Official.
- **Please note:** Notify the School Certifying Official of any changes to your schedule during the semester.

Chapter 30 (Active Duty)

- Register for classes.
- Bring the following to the School Certifying Official:
 - DD-214 (Member 4 copy)
 - Kicker paperwork (if applicable)
- **Please note:** Notify the School Certifying Official of any changes to your schedule during the semester.

Chapter 31 (Vocational Rehabilitation & Employment)

- Meet with a vocational rehabilitation counselor.
- Be accepted to the University.
- Register for classes.
- **Please note:** Notify the School Certifying Official of any changes to your schedule during the semester.