



Education Checklist – Active Duty

- Fill Out VA Form 22-1990, “Application for VA Education Benefits”** - Many service members may qualify for the New Post 9/11 GI Bill. This form is the only way to verify your benefit eligibility. In addition, by filling out the form now you will save time later when you are ready to start using your GI Bill. Download VA Form 22-1990, “Application for VA Education Benefits” from http://www.vba.va.gov/pubs/forms/VBA-22_1990.pdf.

- Learn About Your Department of Veterans Affairs (VA) Education Benefits** – Visit the GI Bill website at <http://www.gibill.va.gov/> to learn about the latest developments and vital information concerning your education benefits. To talk with a VA Education Benefits Counselor, call (888) 442-4551.

More information can be found at the following websites:

- New Post 9/11 GI Bill**
http://www.gibill.va.gov/pamphlets/CH33/CH33_Pamphlet.pdf
- Montgomery GI Bill (MGIB)**
http://www.gibill.va.gov/GI_Bill_Info/benefits.htm
- Navy, Army, or Marine Corps College Funds**
Navy: <http://www.npc.navy.mil/CareerInfo/Education/GIBill/NavyCollegeFundProgam.htm>
Army: <https://www.hrc.army.mil/site/education/ACF.html>
Marine Corps: <http://www.marines.com/page/usmc.jsp?pageId=/page/Detail-XML-Conversion.jsp?pageName=Marine-Corps-College-Fund&flashRedirect=true>

These benefits could be worth more than \$100,000 in education assistance money.

- Increase your GI Bill Benefit** – If you are eligible for the Montgomery GI Bill, you may be able to increase your benefit by up to \$5,400 by making an additional \$600 (non-refundable) contribution. But you must do it before you separate from active duty. Download DD Form 2366-1, at



<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2366-1.pdf>

- Get Your DD Form 2586 VMET Document** - Your DD Form 2586, “Verification of Military Experience and Training” documents your skills and knowledge for potential employers or school officials. See your Transition Assistance Counselor or Education Office for assistance. Visit the MilitaryINSTALLATIONS website: <http://www.militaryinstallations.dod.mil/ismart/MHF-MI/> to locate the office nearest you.

- Take an Academic Entrance Exam** - If you are considering going back to school, you should take one or all of these exams. They are free to service members only while on active duty. Contact your local Education Service Office for assistance. Visit the [militaryINSTALLATIONS](#) (website provided above) for assistance in finding the office nearest you.

- Get Your Official Military Education and Training Transcripts** - Visit one of the following websites to request your official transcript:
 - **Army:** To get the Army/American Council on Education Registry Transcript System (AARTS), go to <http://aarts.army.mil>
 - **Navy and Marine Corps:** To get the Sailor/Marine American Council on Education Registry Transcript (SMART) go to <http://www.navycollege.navy.mil>.
 - **Air Force:** Get your Air Force transcript information at the following website: <http://www.au.af.mil/au/ccaf/>
 - **Coast Guard:** Get Coast Guard transcript information at the Coast Guard Institute website: <http://www.uscg.mil/hq/cgi/forms.html>

- Contact Your Education Services Officer or Navy College Representative** – You need to arrange for assistance before you leave the service. Visit the [militaryINSTALLATIONS](#) (website provided above) for assistance in finding the office nearest you.

Note: This checklist is intended to be a quick reference for planning your education. It is for informational purposes only and is not a replacement for the DD 2648 or DD 2648-1. Additionally, you need to check your eligibility for any benefit with the appropriate agency.



- ❑ **Check Out the Vocational Rehabilitation and Employment Program** - Contact a representative from the Department of Veterans Affairs VR&E program if you have a service-connected disability. Learn more about this program at: <http://www.vba.va.gov/bln/vre/index.htm>