

## Request For Veteran Educational Benefits

In response to your request, enclosed are the forms required to activate your VA educational benefits. Please refer to the enclosed "Certification of VA Educational Benefits Checklist" to determine which forms/documents you are required to submit to this office.

### **New VA Applicants:**

If you have never applied for VA Educational Benefits before, you must submit the forms designated for "New VA Applicants" so that your enrollment certification can be processed.

All "New VA Applicants" are required to submit a copy of your DD-214.

### **Previous VA Applicants**

If you have previously applied for and received VA Educational Benefits, you will need to call this office and request an additional form entitled "Request for Change of Program or Place of Training," VA Form 22-1995 or you may access the form online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>.

### **Dependents VA Applicants**

If you are dependent VA applicant, you will need to submit an additional form VA Form 22-5490. You may access a form at <http://www.vba.va.gov/pubs/forms/VBA-22-5490-ARE.pdf>

## **GENERAL INFORMATION**

You must be registered in an approved UCLA Extension Certificate Program. Approved Certificates are listed in the UCLA Extension Quarterly Catalog under Certificated & Sequential Programs. Certificates are so designated by a plus (+) sign. You may also access a listing of approved programs at <https://www.uclaextension.edu/str/veterans-benefits.aspx>. Note: Certificates approved are listed with a hyperlink under certificate program.

**Please Note:** Copies of class registration receipts must be submitted to this office each quarter (by the third week) in order for you to receive your monthly stipend.

When submitting your VA Educational Application Packet for VA Benefits to this office, be sure to include a copy of your receipt for the Candidacy fee (1 time only) and copies of your class(es) registration receipts. UCLA Extension does not participate in Advanced Payment Option.

All questions concerning your eligibility, amount you will receive, or payment dates, should be directed to the Department of Veteran Affairs (888) 442-4551. You may also visit their web site at [www.va.gov/benefits/Education/default.htm](http://www.va.gov/benefits/Education/default.htm).

**NOTE: UCLA Extension is not eligible for CAL-VET College Fee Waiver or V-RAP Program.**

**If you have any additional questions the Veteran Affairs Office can be reached at (310) 825-4246 or email [finaid@uclaextension.edu](mailto:finaid@uclaextension.edu).**

### **Financial Aid Office/Veterans Affairs Office**

10995 Le Conte Ave, Room 320  
Los Angeles, CA 90024  
Tel: (310) 825-4246  
Fax: (310) 825-5686  
Email: [Finaid@uclaextension.edu](mailto:Finaid@uclaextension.edu)  
M-F 9am-5pm

## VA Request for Educational Benefits Checklist

Use this checklist below to determine which forms and/or documents you are required to submit to the UCLA Extension Office to activate your VA Educational Benefits.

- Veteran Information Bulletin  
All students must sign page 1, retain pages 2-3
- Veteran Information — **Form VA21**  
All students must complete and sign.
- Evaluation of Previous Education & Training — **Form VA22**  
All students must provide official transcripts from other college(s), universit(y or ies) or institution(s) for evaluation, complete and sign.
- VA Form 22-1990** — Application for Education Benefits  
Complete all applicable items. **ONLY new VA applicants need to complete.**
- VA Form 22-1995** — Request for Change of Program or Place of Training  
Complete all applicable items. **ONLY previous VA applicants need to complete.**
- VA Form DD-214** — Certificate of Release or Discharge from Active Duty  
New Applicants — Photocopy  
Previous Applicants — Photocopy
- VA Form 22-5490** — Application for Survivors' and Dependents' Educational Assistance  
Survivors and Dependents using GI Bill® or Montgomery Bill.
- Copy of your UCLA Extension Certificate fee and quarterly class fee receipts.  
**Note:** you are required to pay enrollment fees in full each quarter before your VA educational benefits can be processed.  
All applicants must submit.
- Original copy of College Transcripts attended.  
All applicants must submit.

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**Veteran Information Form  
Form VA-21**

**Student Status:**  Empowered  UCLA Extension

1. Name (Last, First, Middle): \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City, State & Zip: \_\_\_\_\_

4. VA Claim #: \_\_\_\_\_ 5. Social Security Number\*: \_\_\_\_\_

6. Birth Date: \_\_\_\_\_ 7. Daytime Phone: \_\_\_\_\_

8. Branch of Service: \_\_\_\_\_ 9. Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

10. I am applying for VA Benefits as:

(If you are applying for benefits as a veteran, answer 10a & 10b, if not skip to 11)

Veteran  Veteran Dependent

10a. I claim benefits as SINGLE  MARRIED

10b. List number of dependents: \_\_\_\_\_

11. When will your enrollment per begin (month/year): \_\_\_\_\_

12. Have you received educational VA benefits before?  Yes  No

12 a. If YES, list school(s) where you last received benefits:

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Last attended: \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Last attended: \_\_\_\_\_

13. Current Education Objective: \_\_\_\_\_ Name of Certificate: \_\_\_\_\_

14. Expected Date of Completion: Month: \_\_\_\_\_ Year: \_\_\_\_\_

15. List all universities/colleges you have attended previously or presently below:

14. I am a veteran, my discharge date is: \_\_\_\_\_

15. My VA Benefits are under the following VA Educational Chapter:

- |                                     |                           |                                       |                                    |
|-------------------------------------|---------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Chapter 33 | Post 911/GI Bill®         | <input type="checkbox"/> Chapter 32   | VEAP                               |
| <input type="checkbox"/> Chapter 30 | New GI Bill®              | <input type="checkbox"/> Chapter 35   | Dependent's Educational Assistance |
| <input type="checkbox"/> Chapter 31 | Vocational Rehabilitation | <input type="checkbox"/> Chapter 1606 | Selected Services                  |
|                                     |                           | <input type="checkbox"/> Chapter 1607 |                                    |

16. I have  have not  previously collected VA Benefits.

17. My scheduled monthly VA Benefits for full-time is: \$ \_\_\_\_\_

\*Your Social Security number is required by federal law to enable filing of information returns to the Internal Revenue Service.

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**Important  
Please Read And Sign**

If there are any changes in the information submitted on this form, I understand that it is my responsibility to notify UCLA Extension, Veteran's Benefits, in writing immediately.

- a) If you last received VA Benefits while attending another school you must complete the change of school **VA Form 22-1995**.
- b) If the school you last attended was outside this region, it is your responsibility to have your files transferred to the Los Angeles VA Region Office.
- c) I understand that I must submit a copy of my enrollment fee receipts at the beginning of **each** enrollment period before my enrollment certification will be sent to the VA.
- d) I understand that I am liable for any overpayments or discrepancies in my VA Educational Benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Evaluation of Previous Education and/or Training  
Form VA-22**

Date: \_\_\_\_\_ Certificate: \_\_\_\_\_

Student: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Each student must submit **official transcripts** from previous education and/or training.

STUDENT'S STATEMENT OF PREVIOUS TRAINING.

In addition, all veterans or eligible persons are required to meet with an Academic Certificate Advisor in order that their previous education and/or training be evaluated. This form must reflect that UCLA Extension has given appropriate credit for previous education and/or training, if possible.

1. THE FOLLOWING CREDIT HAS BEEN GIVEN THE ABOVE STUDENT FOR PREVIOUS EDUCATION AND/OR TRAINING TOWARDS HIS/HER CERTIFICATE:

2. NO CREDIT WAS GRANTED; STATE REASON:

\_\_\_\_\_  
Academic Certificate Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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**Veteran Information Bulletin  
For UCLA Extension**

Address: UCLA Extension  
Financial Aid  
10995 Le Conte Avenue Room 320  
Los Angeles CA 90024

Telephone: Day: (310) 825-4246 (M-F 9am-5pm)

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**For Office Use Only**  
**(Clip and place in student file when signed)**

University of California at Los Angeles  
UCLA Extension

I have received a copy of the Veteran Information Bulletin containing the rules, regulations, course completion requirements, and costs for the specific Certificates in which I have enrolled.

Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Social Security or Veterans C Number: \_\_\_\_\_

Enrolled by: \_\_\_\_\_ Date: \_\_\_\_\_

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## Instructional Facilities

Most classes are held on the UCLA campus. Please refer to the current catalog and /or online listing at [uclaextension.edu](http://uclaextension.edu).

- A. Training is offered Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- B. Classes are planned at various times to be convenient for adults who work. Hours are usually 9am-4pm for day-time classes and 6-10pm for evening classes, Whether daytime or evening, all courses meet the number of hours approved for each course.
- C. School will not be open on New Year's Day, Martin Luther King's Birthday (observed), President's Birthday (observed), Memorial Day, Independence Day , Veterans Day, Thanksgiving Day and the day following, and last 2 weeks of December and New Year's Day.

### Credit Evaluation Policy

Students with previous training in an equivalent course at another college, university or institution will be given appropriate credit. A maximum of 8 units per quarter will be allowed. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately.

### Attendance Policy

Please refer to our website: [uclaextension.edu](http://uclaextension.edu)

Written request for leaves of absence will be considered and such leaves may that are in compliance with school policies/procedures be granted to students at the discretion of the Registrar.

UCLA Extension will maintain academic records for veterans and eligible persons enrolled in all approved certificates.

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