1. **File the Application for the GIBILL**
   - Go to the GI-Bill website: [http://www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)
   - Select “Education & Training” on the left side
   - Select “For Students”, then “Get Started”
   - Select “Get Started Home”
   - To apply online, select “Apply for Benefits”
     - If you qualify for more than one program, then select “Use the GI Bill Comparison Tool”
     - Click on the “Select Correct Form” button.
     - Select the radial button for “Applying for a new benefit”
     - This will initiate more questions. Answer them to continue.
     - When “Apply Now” appears, click on that button.
     - Follow the directions to complete the application.
     - Print a copy for your records.

2. **Bring to the Financial Aid Office the forms needed for your benefits type:**
   - **Ch 30, GI Bill:** A copy of your DD-214 showing an honorable discharge
   - **CH 31 VA Voc. Rehab:** A 28-1905 signed by your Case Worker
   - **Ch 33, Post 9-11:** A copy of your DD-214 showing an honorable discharge
   - **Ch 33, Post 9-11 Dependent:** A copy of your Certificate of Eligibility
   - **Ch 1606 & 1607 for Reservists:** A copy of your NOBE
   - **CH 35 Dependent/Survivor Benefits:** A copy of your Certificate of Eligibility
     - For Ch 35 if you are changing schools or your major, you must complete a "Change of Major Form" (22-5495)

3. **Request Enrollment Certification with the Financial Aid and Veteran Affairs Office:**
   - Go to the Veterans Benefits page at USCL: [http://usclancaster.sc.edu/finaid/VAbenefits/index.html](http://usclancaster.sc.edu/finaid/VAbenefits/index.html)
   - Under the title “Forms” on this page, find the term in which you wish to enroll in
   - Print the "VETERAN ENROLLMENT CERTIFICATION REQUEST" form.
   - Meet with your Advisor
   - Complete the "VETERAN ENROLLMENT ADVISEMENT CONFIRMATION"
   - Submit these completed forms to the Financial Aid and Veterans Affairs office at least 30 days before classes start.
   - Ch 31 students will also need to complete book and expense forms, also found on the page above.
   - Turn these completed documents in to the VA Certifying Official in the Financial Aid and Veteran Affairs Office.
   - Register for your classes on Self Service Carolina.

4. **If required, every month log on to WAVE and certify you are still in classes**
   - [https://www.gibill.va.gov/wave/default.cfm](https://www.gibill.va.gov/wave/default.cfm)
   - You can also do so by phone by calling: 1-877-823-2378.
   - If you have questions, you may call: 1-888-442-4551
   - This is not required for Chapter 33

5. **If you have questions:**
   Financial Aid and Veteran Affairs Office
   Starr Hall 127
   476 Hubbard Drive; PO Box 889
   Lancaster, SC 29721-0889
   Phone: 803-313-7068; Fax: 803-313-7168; e-mail: usclfa@mailbox.sc.edu