

To: TWU academic advisors,

The Department of Veterans Affairs (VA) has implemented changes to the GI Bill benefits regarding student's degree plans and prior transcripts. This letter is being provided to give you an overview of the GI Bill process at Texas Woman's University (TWU).

When a student decides to attend TWU they should...

- Submit the online Texas common application
- Submit college and military transcripts to Student Records.
- Once accepted, meet with their academic advisor and discuss their degree plan.
- Submit online application for GI Bill benefits to the VA.
- Setup GI Bill benefits at TWU with the VA Representative.
- Register for class and submit Veterans Intent to Register Form to TWU VA Representative.

This process was designed to be completed online for our Houston and Dallas students who are not able to visit the Denton campus VA Representative. This is why it is essential that students are given accurate information during their advising sessions.

Veterans using the GI Bill benefits are required to submit their military transcripts for evaluation of college credit. The ACE military transcript is preferred and is usual available within two weeks. Student Records is responsible for evaluate military training and awarding college credit, the student is responsible for meeting with their academic advisor to confirm if their military credit can be applied to their degree. Information on how to obtain a military transcript is available online at: <http://www.twu.edu/veterans/military-transcripts.asp>.

Veterans are also required to submit their DD214's to confirm that they are exempt from the TSI requirements. To be exempt from the TSI requirements a veteran must have an Honorable discharge and retired or release from active duty after 1990.

Academic advisors who have students using their GI Bill benefits need to be aware that the VA only pays for courses that are required for a student's degree and listed on their degree plan. The VA will not accept DARS; therefore academic advisors will need to use the old advisory [degree plan forms](#). Please note that a course number must be assigned to all required classes. If a course number is left blank for future advisement then an updated degree plan or the Veterans Required Course Confirmation Form must be submitted. The Required Course Confirmation Form is available online at: www.twu.edu/veterans. All recipients of the GI Bill must submit an advisory degree plan.

A student who changes their degree is required to notify the TWU VA Representative and fill out both the VA Change of Program/Training form and the TWU Change of Undergraduate Academic Program Form. All prior credit must be evaluated for the degree change and a new degree plan must be submitted to the TWU Veterans Program Office.

It is the student's responsibility to submit the new degree plan during the same semester as the change of degree to the TWU VA Representative.