
TEXAS WOMAN'S UNIVERSITY

DENTON/DALLAS/HOUSTON

Office of the Registrar
Curtis Blair, TWU VA Certifying Official
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Texas Woman's University Student VA Work-study's responsibilities

General office duties: Assist veteran students by answering veteran phone calls, process veteran's paperwork, and imaging documents.

Digital Imaging: Assist with maintaining veteran's student file by scanning VA documents into online archive. This process involves indexing, proofing, and filing submitted VA documents.

Walk-ins: Assist veteran students who walk into our office without an appointment by helping with general questions, setting up /continuing GI Bill benefits, TWU veteran related paperwork.

VA-Once: Assist with entering certification "Level 2 only" into VA-Once and maintaining current biographically information.

VA Record maintenance: Assist with checking course schedule for certifications. This also includes generating reports for self audits.

TWU Self audit: Assist to audit veteran record for missing or outdated documents. For example, missing degree plans, change of majors, missing transcripts, VA forms 22-1995, and etc...

VA reports: Assist with generating veteran related reports, this includes weekly enrollment verifications, veteran biographically and academic break downs, and VA pamphlet & brochures reorder forms.

Veteran Orientation: Assisting with orientation includes handing out veteran pamphlets and VA orientation folders, directing student to proper locations, speaking about GI Benefits, and etc...