

## East Stroudsburg University of Pennsylvania

### Office of Veterans Affairs

#### How to apply for VA Benefits using VA Form 22-1990 (as of January 2016)

##### **STEP 1:**

- Visit the following website is: <https://www.ebenefits.va.gov/ebenefits/vonapp>
- OR visit Google and type in: "VONAPP"

##### **STEP 2:**

- Log into the VONAPP (Veterans On-Line Application) portal
  - If you don't have an account, click on "I am a New VONAPP User"

**VONAPP Login**

Please enter your Username and Password to log in using a VONAPP Account. If you do not have an account, or have forgotten your username or password please click on one of the links below to sign-up for a new account, or retrieve your username or password.

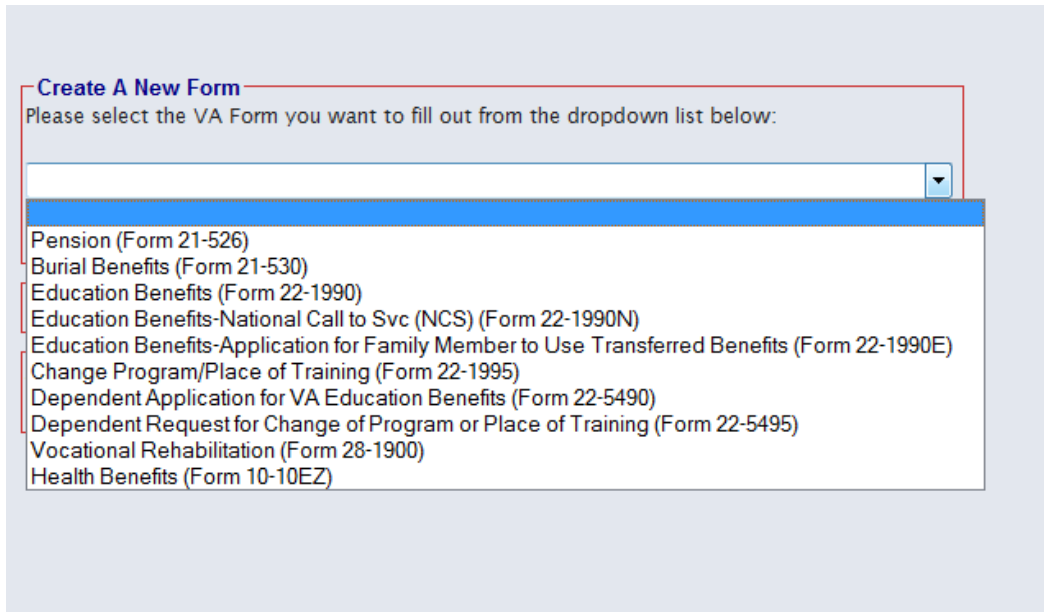
Username:

Password:

[Sign-Up Now](#) | [Forgot Username/Password](#)

**STEP 3:**

- After logging into VONAPP, you will need to create or select a form. If you are applying for VA Education benefits, please select: **“Education Benefits Form 22-1990”**



**Create A New Form**  
Please select the VA Form you want to fill out from the dropdown list below:

- Pension (Form 21-526)
- Burial Benefits (Form 21-530)
- Education Benefits (Form 22-1990)**
- Education Benefits-National Call to Svc (NCS) (Form 22-1990N)
- Education Benefits-Application for Family Member to Use Transferred Benefits (Form 22-1990E)
- Change Program/Place of Training (Form 22-1995)
- Dependent Application for VA Education Benefits (Form 22-5490)
- Dependent Request for Change of Program or Place of Training (Form 22-5495)
- Vocational Rehabilitation (Form 28-1900)
- Health Benefits (Form 10-10EZ)

**STEP 4: (Questions 1 -**

- Question 1 – Select the education benefit you are applying for:



1. Education benefit being applied for:

- Chapter 33 - Post-9/11 GI Bill
- Chapter 30 - Montgomery GI Bill Educational Assistance Program (MGIB)
- Chapter 1606 - Montgomery GI Bill Selected Reserve Educational Assistance Program (MGIB-SR)
- Chapter 1607 - Reserve Educational Assistance Program (REAP)
- Chapter 32 or Section 903 - Post-VietNam Era Veterans' Educational Assistance Program (VEAP)

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- Questions 2-6 – Complete biographical information (Name, Sex, DOB, SSN)

2. What is your name?

Salutation

First

Middle

Last

Suffix

3. What is your sex?  Male  Female

4. What is your date of birth?

/  /

month    day    year

6. What is your Social Security Number?

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- Questions 5 & 7 (the order of questions are not in chronological order as of August 2014) – Complete address or home of record and your current telephone number

5. What is your address?

Address                      Location

City                              State

-

Zip                      Zip Suffix

7. What are your telephone numbers?

Primary Phone    Extension    Secondary Phone    Extension

*Back / Continue*

[Print Claim](#) / [Validate Claim](#) /

- Question 10 – If you’ve filed a VA claim before, check “YES” – if not, check “NO”

10a. Have you ever filed a claim with the VA?  Yes  No

- Question 10b – Click no if you’ve never applied for VA benefits under someone else’s service

10b. Have you previously applied for education benefits using someone else's service?  
 Yes  No

- Questions 8 – 8d are to assist you with setting up direct deposit. Please include your bank account type, name of bank as well as routing & account number to ensure you receive your payments via direct deposit.

8. Are you interested in having your VA education benefits directly deposited into a checking or savings account?  Yes  No  
(Direct Deposit is not available for VEAP)

Do you have an account with an authorized United States financial agent?

Yes  No

8a. Account Type:  Checking  Savings

8b. Name of financial institution

USAA FEDERAL SAVINGS BANK

8c. Routing or Transit Number

8d. Account Number

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- Questions 9 – 9a require a point of contact, someone who will always know where you can be reached

9. Please provide the name of someone who will always know where you can be reached?

First Middle Last Suffix

9a. Is your contact's address and phone number the same as yours?

Yes  No

- Question 11 asks if you have received an information pamphlet on education benefits. If you would like more information, please check “NO”

11. Have you already received an information pamphlet explaining education benefits? (The most current information on VA education benefits is available online at [www.gibill.va.gov](http://www.gibill.va.gov). If you would like to receive a printed pamphlet, answer No to this question.)

Yes  No

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- Question 12 asks if you know the name or address of the school you would like to attend. Since you are applying to East Stroudsburg University of Pennsylvania, please use the following information on your application:

12. Do you know the name or address of the school or training establishment you want to attend?  
(Skip this item if you are only applying for National Test Reimbursement, Licensing and Certification Test Reimbursement, or Tuition Assistance Top-Up.)

Yes  No

12a.

School Name

Address Location

City State

Zip Zip Suffix

- Questions 12b – 12d pertain to the date your training (classes) will begin as well as your program of study (your major)

12b. Enter the date your training started or will start.

08 / 25 / 2014  
month day year

12c. Please specify your Educational or Career Objective, if known. (e.g., Bachelor of Arts in Accounting, Welding Certificate, Police Officer, etc.)

Bachelor of Science

12c. Course of study to achieve goal?

Justice Studies

12d. Type of Education or Training

- College or Other School Attendance (includes online courses)
- Correspondence
- Apprenticeship or On-the-Job Training
- Vocational Flight Training
- National Test Reimbursement (SAT, CLEP, etc.)
- Licensing or Certification Test Reimbursement (MCSE, CCNA, EMT, NCLEX, etc.)
- Tuition Assistance Top-Up (Chapters 30 and 33 only)

- Questions 13a – 13c reference your active duty status. If you are on active duty, check “YES.” If you are not on active duty or have completed your initial entry training (BCT/IET/Job Training), you will select “NO” and will need to submit a copy of your DD-214 to the VA.

13a. Are you now on Active Duty? (Check NO if you are currently on drilling status, in the Selected Reserve or if you are on active duty for training.)

Yes  No

13c. Will you be sending a copy of your discharge paper?

Yes  No

*In most cases, VA can process your claim without any additional supporting documentation.*

- Questions 13d reference your periods of active duty. Please add any periods of active duty, with a break of service as well as your service branch and service status. If you have more than one period of active duty or a break in service (includes National Guard / Reserves), please “Add Tour of Duty” for each period.

To add or delete tours of duty, click the **add** or **delete** buttons. If you have more than one period of service, you must list the earliest period(s) first.

1 st tour

13d. Date Entered Active Duty  
 08 / 25 / 2013  
 month day year

13e. Date Separated from Active Duty  
 / /  
 month day year

13f. Service Component (Branch of Service)  
 Military Service Branch Other Service Branch (not on list)

13g. Service Status (active duty, drilling reservist, IRR, etc.)

13h. Were you involuntarily called to active duty for this period?  
 Yes  No

*Back / Add Tour of Duty / Delete Tour of Duty Disabled / Continue*

- Questions 14a – 14b reference your high school graduation date and or date of high school equivalency certificate.

Complete 14a or 14b. Leave both blank if you did not graduate from high school and did not complete the requirements for a certificate.

14a. Date you graduated from High School.  
 05 / 12 / 2007  
 month day year

Or

14b. Date you completed the requirement for a High School Equivalency certificate.  
 / /  
 month day year

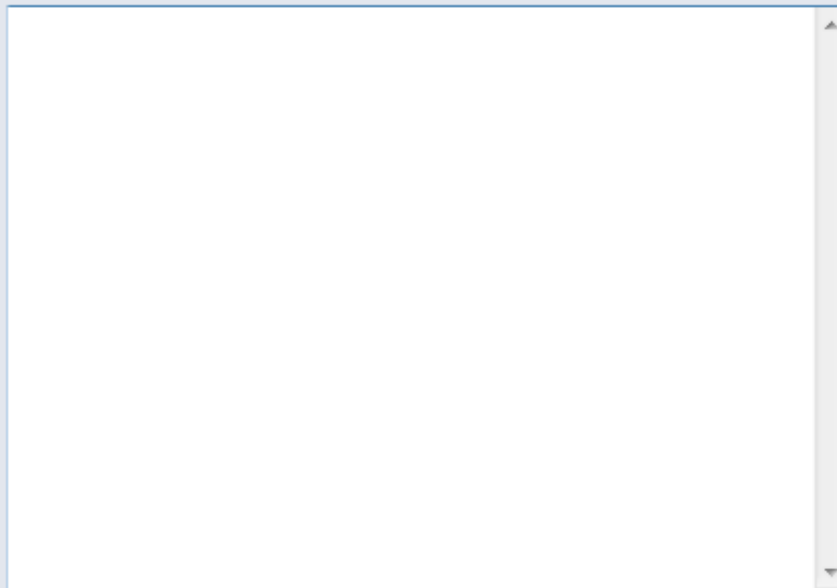
- Question 14c asks if you have received any training after High School.

14c. Have you received any training after High School?  
(Including apprenticeships, on-the-job training and flight training)  
 Yes  No

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- Question 14d asks if you hold any FAA flight certificates.

14d. If you hold any FAA Flight Certificates, enter information about each certificate.



- Questions 15a & 15b ask if you were employed **before** or **after** military service.

15b. Were you employed **after** leaving military service?  
(Includes jobs where you held a license or journeyman rating to practice a profession)  
 Yes  No

*Back / Continue*



- **Question 16a is for Active Duty Claimants Only!**

**16a. For Active Duty Claimants Only.** Are you receiving or do you anticipate receiving any money (including but not limited to Federal Tuition Assistance) from the Armed Forces or Public Health Service for the course for which you have applied to the VA for Education Benefits? If you receive such benefits during any part of your training, check Yes.

Note: If you are only applying for Tuition Assistance Top-Up, check No on this item.

Yes  No

- Questions 16a – 16b general questions to be answered.

**16a1. Military Service Academy.** If you graduated from a Military Service Academy, specify the year you graduated and received your commission.

Graduation Year:

**16b. Senior ROTC Scholarship Program.** Are you currently participating in a Senior ROTC Scholarship Program which pays for your tuition, fees, books and supplies under Section 2107, Title 10 U.S. Code?

Yes  No

- Questions 16c – 16d general questions to be answered.

**16c. Senior ROTC (Reserve Officer's Training Corps) Scholarship Program and Officer's Commission.** If you were commissioned or will be commissioned as a result of a Senior ROTC Scholarship Program, provide the date of your commission and the amount of your scholarship for school each year you were in the Senior ROTC program. Do not report your monthly subsistence allowance (stipend).  
(If you received your commission through a non-scholarship program, skip this section.)

Date of Commission

/  /   
month    day    year

Scholarship Amounts

|                            |                                 |
|----------------------------|---------------------------------|
| Year: <input type="text"/> | Amount: \$ <input type="text"/> |
| Year: <input type="text"/> | Amount: \$ <input type="text"/> |
| Year: <input type="text"/> | Amount: \$ <input type="text"/> |
| Year: <input type="text"/> | Amount: \$ <input type="text"/> |
| Year: <input type="text"/> | Amount: \$ <input type="text"/> |

**16d. For Civilian Employees of the U.S. Federal Government Only.**

Are you receiving or do you anticipate receiving any money from your agency (including but not limited to the Government Employees Training Act) for the same period for which you have applied to the VA for Education Benefits? If you will receive such benefits during any part of your training, check Yes.

Yes  No

- Questions 16e – 16g reference contributions, kickers or educational loans.

16e. **Contributions.** Did you make additional contributions (up to \$600) to increase the amount of your monthly benefits? If Yes, it will help VA process your claim if you submit evidence you have to support your claim. (e.g., cash collection voucher, leave and earnings statement(s), receipt voucher, etc.)

Yes  No

16f. **Kicker.** Do you qualify for a Kicker (sometimes called a "College Fund") based on your Military Service? (Kickers are additional amounts contributed by DoD to an education fund.)

If you qualify for a kicker, it will help VA process your claim if you submit a copy of the kicker contract. Reserve kicker contracts must include the amount and effective date.

Active Duty Kicker:  Yes  No

Reserve Kicker:  Yes  No

16g. If you had a period of active duty that the Department of Defense counts for purposes of repaying an education loan, check Yes and show the period of active duty that the military considers as being used for the purposes of repaying the education loan.

Yes  No

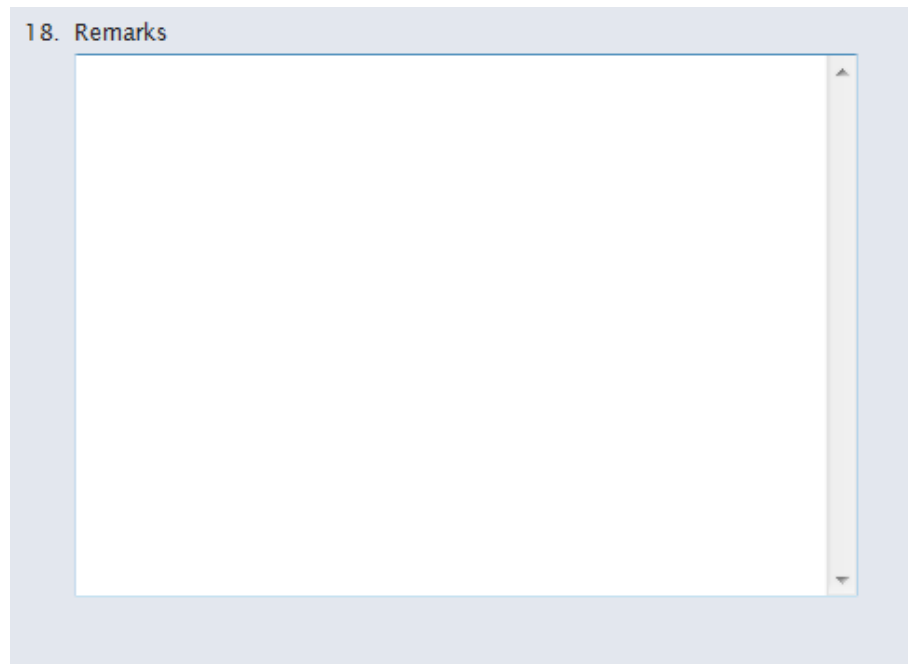
- Question 17 references if you have service prior to January 1, 1977.

17. Are you a veteran with military service before January 1, 1977?  
(Or delayed entry before January 2, 1978)

Yes  No

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- Question 18 references any final remarks you wish to submit with your claim. No remarks are necessary.



18. Remarks

A screenshot of a web form titled "18. Remarks". The form consists of a large, empty rectangular text area with a light blue border and a vertical scrollbar on the right side. The title "18. Remarks" is positioned at the top left of the form area.

- You will continue to click “CONTINUE” and read the information prior to submission.
- It is recommended that you click “Print Paper Form” to view / print your application before submitting. Important information on your application includes personal information / biographical data as well as ensuring you have the correct bank information for your direct deposit.

You have successfully completed your application.

If you want to make any changes on it, you can. Click on the round option button in the upper left corner of this screen to see the Table of Contents in the left screen bar. Use it to find the parts you want to change then return here. After you submit your application you cannot change information you put on it.

By clicking the **Submit** button, you will send your application electronically to us so we can begin working on it. Once you submit and certify your application, you will get more information about what we will do with your application. You should print the application with all the information on it for your records. If you want to add to or change the information on it, contact the VA Regional Office shown on your confirmation page which you will automatically receive after you submit your application to us.

[submit form](#)

[suspend form](#)

[delete form](#)

[print data summary](#)

[print paper form](#)

[print empty form](#)

- After you view or print your application, click on the “SUBMIT FORM” tab (in image above)
- When you click “SUBMIT FORM,” it will ask if you’d like to attach any documents. If you have documents to attach, click “OK.” If you don’t have any documents to attach, click “CANCEL.”

You have successfully completed your application.

If you want to make any changes on it, you can. Click on the round option button in the upper left corner of this screen to see the Table of Contents in the left screen bar. Use it to find the parts you want to change then return here. After you submit your application you cannot change information you put on it.

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**submit form**  
**suspend form**  
**delete form**

Message from webpage

Would you like to attach any documents to your claim?  
Please click on 'OK' if you have documents to attach or 'CANCEL' to submit your claim without any attachments

OK Cancel

- Upon submitting your claim, you will see a screen in which you will need to certify. After reading the information, click “I certify.”

You can submit this form if you are either the claimant or, if certain attachments are sent along with this application form, the claimant’s VA power of attorney (POA). Note that if you are requesting burial expenses on a VA Form 21-530 on behalf of a firm or other unpaid creditor, you must send the attachment noted in the Claimant Certification box below. If you are the claimant, read the section below entitled “Claimant Certification.” If you are the POA, read the section entitled “POA Certification.” You may submit this form only if the certification provisions below are met.

**Claimant Certification:** Your application cannot be submitted electronically to VA until, in lieu of your signature, you certify that you are the claimant by clicking on the “I Certify” button below.

In addition to certifying you are the claimant, when you click on the “I Certify” button, you are certifying the statements on this form are true and correct to the best of your knowledge and belief.

**Power of Attorney (POA) Certification:** The claimant’s application cannot be submitted electronically to VA unless you attach the following documents:

A properly executed **POA Form 21-22** or **21-22a**, if one is not on record with the VA, **and** The application signature page signed by the claimant, if you are filing an application form which requires the claimant’s signature. This includes but is not limited to VA Forms 21-526 and 21-530.

By clicking on the “I Certify” button, you are certifying that the statements on this form are true and correct to the best of your knowledge and belief.


**Penalty:** The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false, or for the fraudulent acceptance of any payment which you are not entitled to.

**I certify** **cancel**

- The final steps for your application include:
  - Keeping a copy of your confirmation number (as shown below)
  - If you have any additional documents you need to send to the VA, please submit to the address (as shown below)
  - Keep a copy of all records

Congratulations! Your application has been sent successfully to VA. **The confirmation information on this page is very important so print and keep this page for your records.** The confirmation information shows your confirmation number and the VA Regional Office name and address which will receive and review your application. You should also use the **print paper form** button to print out a copy of your application for your records.

It is possible that this office may transfer your application to a different office. If this is done, you will be told about this by e-mail, telephone, or by regular mail. But unless you get this transfer notice, direct all your questions and mail to the office shown on this page.

Your confirmation number is 

Your application has been sent to the Eastern Region Regional Office

VA Regional Office  
PO Box 4616  
Buffalo, NY 14240-4616

**If you have specific questions or concerns about the status of your claim or VA benefits, you can reach the VA toll-free by calling 1-888-GIBILL1 (442-4551) for Education benefits, 1-800-669-8477 for VA Life Insurance, or 1-800-827-1000 for all other VA benefits.**

[print paper form](#)

*Continue*

- Once you receive your Certificate of Eligibility, please ensure you send a copy to the Cal U Office of Veterans Affairs
  - [jpepe@esu.edu](mailto:jpepe@esu.edu) or [veterans@esu.edu](mailto:veterans@esu.edu)
- For more information on Military & Veterans benefits, please visit:
  - [www.esu.edu/va](http://www.esu.edu/va) OR