Checklist for Veterans Education Benefits

New Students

_____ Apply for your COE (Certificate of Eligibility) or NOBE (Notice of Basic Eligibility) from the VA. Submit application on line (www.gibill.va.gov). (Obtaining your Certificate of Eligibility can take several weeks; but continue with the following steps if you have completed the on-line application 22-1990).

Not sure what benefits you are eligible to receive? Contact your County Veterans Service Officer. The location for the Milwaukee County Veteran Service Office is: 6419 West National Avenue, Milwaukee. The telephone number is 414-266-1235.

_____ After being admitted to MATC:

- Enroll in an Associate Degree or Technical Diploma Program
- Register for classes
- Complete and submit a MATC Veterans Educational Benefit Request Form
- Submit a copy of your DD-214 or NOBE
- Submit a copy of your Certificate of Eligibility
- For Ch. 30, 1606, & 1607: At the end of every month you must log onto WAVE (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to http://www.gibill.va.gov/ and click on “Verify Attendance”.

Need Help Getting your NOBE and/or DD-214?

_____ NOBE - National Guard Members who need to obtain their Notice of Basic Eligibility (NOBE for short) now have a one-stop shop to obtain this important documentation on-line. For more information visit: https://minuteman.ngb.army.mil/Benefits/Unsecured/Login.aspx?ReturnUrl=%2fbenefits%2f. Members whose documentation is not available on-line should contact their unit education offices.

_____ Veterans request a DD-214 on-line: The Office of Military Personnel Files has announced that veterans and the next of kin of deceased veterans can now submit a request for a copy of their DD214, Record of Military Service on-line. For more information please visit:

Transfer Students

Complete a 22-1995 school transfer form on VONAPP (http://www.gibill.va.gov/)

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• Submit a copy of your Certificate of Eligibility
• For Ch. 30, 1606, & 1607: At the end of every month you must log onto WAVE (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to http://www.gibill.va.gov/ and click on “Verify Attendance”.

Continuing Students

• Register for Classes
• Submit a MATC Veterans Educational Benefits Request form.
• For Ch. 30, 1606, & 1607: At the end of every month you must log onto WAVE (Web Automated Verification of Enrollment) to let the VA know you are still attending the University of Maine. Go to http://www.gibill.va.gov/ and click on “Verify Attendance”.