

# VONAPP GUIDE

Applying for the GI Bill

North Dakota State Approving Agency

## Purpose

We understand the confusion and the frustration of applying for the GI Bill. What should be a simple two step process has been replaced by a complicated series of button pushing, hope for the best, Las Vegas style process where you hold your breath and pray that your application gets submitted.

Our intent is to provide a visual step-by-step guide that will walk you through the application with the confidence that you will succeed on the very first try.

## What is VONAPP

VONAPP is short for "Veterans On-Line Application". The VONAPP website will allow you to apply for a variety of Veteran benefits to include vocational rehabilitation, education benefits, and burial benefits.

## What documents would be helpful before you start?

While you may assume that the VA has lots of information on you, why chance it. Here are some key documents you should have next to you when you fill out the application:

- ◆ DD214 military discharge document
- ◆ Bank Routing and Account number
- ◆ NOBE (Notice of Basic Eligibility) if you are in the guard or reserves
- ◆ Kicker Contact if you are so lucky to have one. Check your enlistment Docs for one.

## Caution statement

Do your best to continue to move through the various input screens. If you keep the system idle for 10 minutes, the system will automatically log you off.

Go to the next page for step 1. "Do you feel the excitement yet?"

## Step 1: Let's get "READY TO RUMBLE....."

First things first. Find the website. (if you can't click on the link below, it's your computer. Then you have to either copy and paste the address in your web address block or type it in)

<http://www.vabenefits.vba.va.gov/vonapp/default.asp>

Does your web page look like this one below? Then you found the right website. Congrats.

VONAPP Home

What is VONAPP?

Who should use VONAPP?

What do I need to run VONAPP?

Frequently Asked Questions

VA Partners - Service

### Veterans On-Line Application (VONAPP)

Welcome to the new and improved Veterans On-Line Application (VONAPP) website.  
Please select one of the following choices to begin using VONAPP.

***I Am a New VONAPP User*** OR ***I Have Used VONAPP Before***

(Please select this option if this is your first time using the VONAPP website.) (Please select this option to Resume or Print a previous application.)

**NEWS FLASH MESSAGE:**

As of September 20, 2015, you can now apply for Vocational Rehabilitation and Employment (VR&E) benefits online through eBenefits. If you were routed here to the Veterans Online

## Step 2: To register or not to register

You will find two options on top center of VONAPP. You either click on "I am a New VONAPP User" or you can click on "I have Used VONAPP before". We are going out on a limb thinking you haven't registered before. So Click on the "I am a New VONAPP User"

### Veterans On-Line Application (VONAPP)

Welcome to the new and improved Veterans On-Line Application (VONAPP) website.  
Please select one of the following choices to begin using VONAPP.

***I Am a New VONAPP User*** OR ***I Have Used VONAPP Before***

(Please select this option if this is your first time using the VONAPP website.) (Please select this option to Resume or Print a previous application.)

**NEWS FLASH MESSAGE:**

We will circle the action in a green circle so you can easily follow along.

## Step 3: Continue on....

You will find lots of boxes, written information about filling out the application. Doesn't make too much sense to me so just hit the "Continue" word at the bottom.

FAQ Help Contents

[When do I log in to begin the application?](#)

[If I live overseas, is my address foreign?](#)

[After I submit my form, can I see it again?](#)

[What if only the back/continue buttons appear?](#)

[Frequently Asked Questions](#)

**You are about to begin filling in your application.** You should have any information handy that we recommend for the application you are going to complete. If you have not read *Instructions for Filling Out Applications*, please read the information under the FAQs.

**Help Functions.** On the *left side* of the screen there is a button. It will say, "Show Help" or "Show FAQ". When the "Show FAQ" is displayed, the left column will have Frequently Asked Questions regarding the page you are viewing and will help you understand what information we need. When the "Show Help" is displayed, the column will display specific information for the block the cursor is in, and tell you exactly what should be entered.

**Maneuvering in the form:**  
There are three links at the top of the page to jump to the major parts of VONAPP:

- Start** (initial pages and Privacy Act),
- Interview** (begin the questions in the form), and
- Final Steps** (check the form/send to VA/print).

At the bottom of most screens, in addition to the Back and Continue, you will see two links:

- Print** (prints entire form with your information) and
- Validate** (checks the whole form for errors/missing data).

*Back / Continue*

## Step 4: Hit Continue again.

More instructions that seems to make it appear more difficult than it should be. Just hit continue again.

FAQ Help Contents

[Frequently Asked Questions](#)

**What happens if you want to stop for a while?** You can stop what you are doing at any time. Entries you made on the screen you are on will be lost if you haven't clicked on the back or continue buttons after you made those entries. VONAPP will timeout if you haven't saved an entry in 15 minutes; a 10 minute warning will appear on the screen. A saved entry resets the clock. **When you have finished, you have six options:**

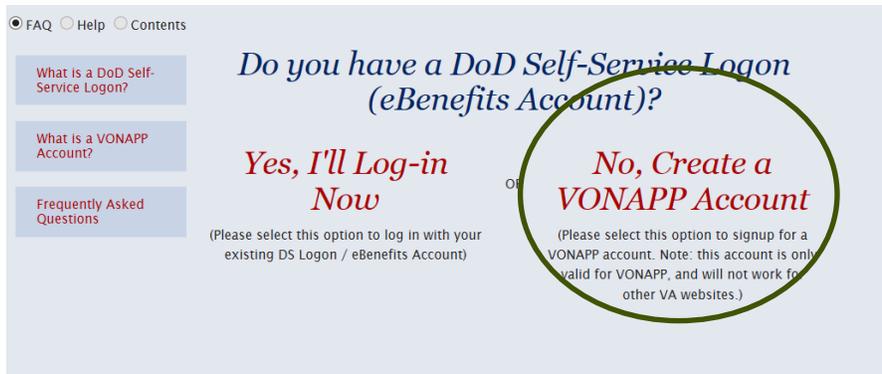
1. **submit** (send your application electronically to us);
2. **suspend** (put the form on hold);
3. **delete** (delete everything and end);
4. **print data summary** (print only what you put in);
5. **print paper form** (print the completed form);
6. **print empty form** (print a blank form - not available for the 22-1990R).

**How to submit:** After you give us any missing data, select the submit button to send your application electronically to us. *Print the Confirmation Page and the application for your records.*

*Back / Continue*

## Step 5: Create an account or log in?

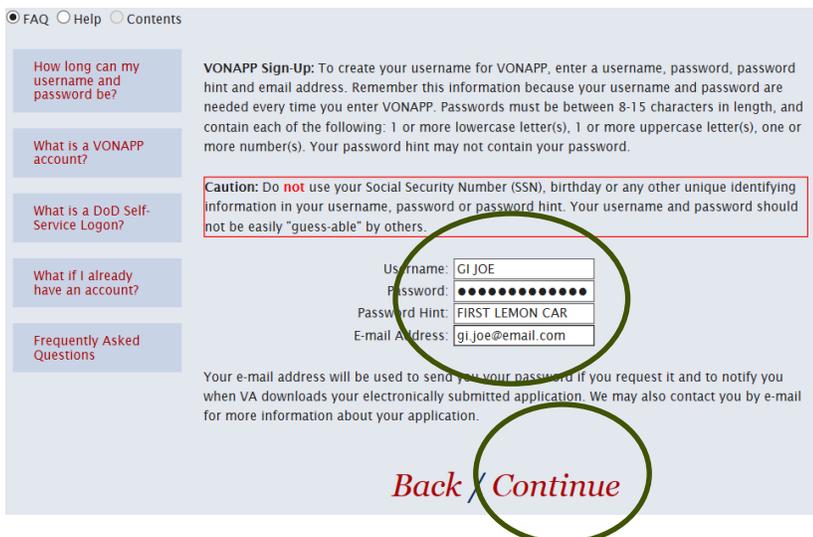
Assuming you haven't created a VONAPP Account yet, click on the "No, Create a VONAPP Account" option.



## Step 6: Sign up for VONAPP

Read over the rules for signing up for VONAPP. NO SSN please. Passwords of 8 to 15 characters to include a lower case letter, upper case letter and at least one number. Good luck. Click on the Continue button when you are done.

Note: After you hit the continue button, a popup screen appears. VA's super computer goes to work and adds you to their database. You need to OK it and wait for the next screen to appear which is creating a form.



## Step 7: Create A New Form

Now for the meat and potatoes. Choices, choices, choices. Since we are dealing with education benefits for yourself, we will go down that path. Click on the Add new Form drop down arrow to find the right form.

When you click on the drop down arrow, you will find many forms to choose from. Assuming this is your first application for education . On the drop down click on **Education Benefits (Form 22-1990)**.

## Step 8: Create A New Form, Part DU

You will find that your chosen form is now shown in the blue box. If you see Education Benefits (Form 22-1990), click on continue. If not go back to the arrow and grab the 22-1990.

## Step 9: A word from our attorneys.....

Privacy act statement. Seems like a trend these days. Everyone says they won't share information. Tell that to the hackers that keep breaking into computers. Read it quickly and click Continue.

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**Why is this information important to me?**

**Explanation of the Privacy Act and Respondent Burden**

**VA Form 22-1990, Application for Education Benefits**  
 OMB Approved No. 2900-0154 Respondent Burden: 15 Minutes

**Frequently Asked Questions**

**Privacy Act Notice**

The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations, section 1.576 for routine uses (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law enacted before January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, VA cannot process your claim for education assistance unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, residents, and others may be subject to verification through computer matching programs with other agencies.

*Back / Continue*

## Step 10: Don't you just love it.....

There was a time we didn't need all this legal stuff. Life was simple back then. Read it even quicker and hit continue. We have an application to get through and the misses expected me home 30 minutes ago.

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**Why is this information important to me?**

**Frequently Asked Questions**

**Respondent Burden**

We need this information to determine your eligibility for education benefits (38 U.S.C. 3471). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB (Office of Management and Budget) control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <http://www.reginfo.gov/public/do/PRAMain>. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

**Social Security Information**

You are required to provide your Social Security number (38 U.S.C. 5101(c)). VA may disclose Social Security numbers as authorized under the Privacy Act.

*Back / Continue*

## Step 11: Tell the truth, you did read the legal stuff right?

If you tell them you didn't read the privacy act and respondent burden, you will be talked bad about and your mission ends. Please hit the Yes option for your own sanity. .

FAQ  Help  Contents

[Why do I have to say yes to fill out the form?](#)  
[Frequently Asked Questions](#)

Please select either "yes" or "no". But if you select "no", you cannot use VONAPP to fill out any applications.

*Yes, I have read the explanation of the Privacy Act and respondent burden.*
 *No, I have not read the explanation of the Privacy Act and respondent burden.*

OR

*Back / continue disabled*

## Step 12: I think we can fill out the form soon

Looks like you need to click on the Create an empty new claim application button (if the circle isn't already blackened out). Then click on Continue.

FAQ  Help  Contents

**New VONAPP Users**

**Return Users: Create New Form**

**Return Users: Create New Form with Existing Data**

**Returning Users: Continue Work on Existing Form**

**Frequently Asked Questions**

**Education Benefits (Form 22-1990)**  
 Choose from one of the options below and then click the red Continue button.

The options that appear below will vary depending on what tasks you have accomplished in VONAPP in the past, if any. New users entering their first claims will see only the option to create an empty new claim or exit VONAPP. Returning users will have additional options. See the Help items in the left margin for explanations of each option.

Create an empty new claim application  
 Exit VONAPP

*Back / Continue*

## Step 13: More instructions....Yah !

They are trying to say that if you have already been approved, why add another VA 22-1990. If you are changing schools, the VA 22-1995 should do the trick. Click on Continue.

● FAQ ○ Help ○ Contents

[Frequently Asked Questions](#)

**Introduction:** This is the beginning of your application for education benefits. This form should be used for the following:

Post-9/11 GI Bill, Chapter 33;  
 Montgomery GI Bill - Active Duty, Chapter 30;  
 Veterans' Educational Assistance Program (VEAP), Chapter 32;  
 Montgomery GI Bill - Selected Reserve, Chapter 1606;  
 Reserve Education Assistance Program (REAP), Chapter 1607.

If you've previously been approved for benefits, you do not need to reapply to restart them. Your school will need to submit an enrollment certification (VA Form 22-1999). If you are attempting to provide updated school information, please use VA Form 22-1995.

**Required Entries:** These will give us basic information we need to begin work and verify your service. Many questions ask for dates. Give us the exact date if you know it but try to give at least the month and year. Answers to other questions may also be required so do the best you can for those required entries.

**VA Vocational and Educational Counseling Help Available.** If you need help planning your individual educational and career goals, VA offers a wide range of counseling services to help you make these decisions. Services include educational and vocational guidance and such testing as necessary for you to develop a greater understanding of your skills, talents, and interests. For further information on VA counseling, call VA toll-free at 1-888-GI-BILL-1 (1-888-442-4551) or TDD at (800)829-4833.

*Back / Continue*

## Step 14: Yes !!! Even more instructions

They are restating what I said on page 1 of this guide. Have your DD214, bank account info, etc. etc. You know the deal. Click continue.

● FAQ ○ Help ○ Contents

[Frequently Asked Questions](#)

**Be Patient:** Don't attempt to work on questions while a screen is loading. The lower part of your screen will flash or show the word "Done" when each screen is ready for you to begin working.

**What if the benefit I want isn't listed?** All benefits pertinent to this form are listed. If you're applying for Dependent's Educational Assistance, chapter 35, please use VA Form 22-5490. If you are applying as a dependent for Post-9/11 GI Bill benefits that have been transferred to you, please use VA Form 22-1990E.

**Do I need Documents?** Any DD Form(s) 214 or separation papers that you have will be helpful when entering dates of your military service. You will also need the routing or transit number and account number of your bank account for direct deposit, and the address of the school or training institution you wish to attend.

It is likely that VA can process your claim without copies of these documents. You do NOT need to attach them to your application. Your service information is included in the data we received from the Department of Defense. We will contact you directly if any further documentation is needed.

Possible exceptions: If you are applying for MGIB-SR (Chapter 1606), you should attach your Notice of Basic Eligibility (NOBE). If you have military service prior to January 1, 1977 (or delayed entry prior to January 2, 1978) you may need to provide proof of dependency, unless VA already has this information on file.

**Where is the Table of Contents?** The Table of Contents is available in the left column where you also have field sensitive help.

*Back / Continue*

## Step 15: I am not making this stuff up....more reading to do

Reminds me of TV reruns you have seen many times before. It just gets old after awhile. Click Continue.

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Why do I need to go to my school?

Who should I speak to at my school?

What if I am on active duty?

What is a Certificate of Eligibility?

Frequently Asked Questions

**What Final Steps Do I Need to Take?**

To expedite processing, please submit:

A copy of your kicker contract, if eligible. Reserve kicker contracts must include the amount and effective date, and/or  
 (For MGIB-SR ONLY) A copy of any DD Form 2384 (Notice of Basic Eligibility).  
 (For REAP ONLY) A copy of any notice of eligibility to this program that you have received from your service component. Also attach a copy of your orders showing you were called up to active ser vice. If you do not have a copy of your orders, request a duplicate from your unit.

Please keep your confirmation number for your records.

In some instances, your school or training establishment may also want a copy of your form to verify that you've applied for benefits. Regrettably VONAPP no longer maintains print capability. Please provide your school with your Certificate of Eligibility as proof of application.

If you know the school you are going to attend, you should see the VA Certifying Official at the school. The certifying official will send an Enrollment Certification (VA Form 22-1999) to VA. We base your payment on the enrollment certification.

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## Step 16: We finally have an application to fill out

We made it buddy. On to the application. This is where you need to know what benefit you are applying for. Check the appropriate box. (for this demonstration, I will choose Chapter 33—Post 9/11 GI Bill)

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What is Chapter 33: Post 9/11 GI Bill?

What is Montgomery GI Bill - Active Duty?

What is Montgomery GI Bill-Selected Reserve?

What are VEAP and Noncontributory VEAP?

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)

*Back / Continue*

Those jokers added a continue button to fool you. As soon as you click on corresponding box, the next screen pops up. Ha...ha....

## Step 17: Looks like Chapter 33 has a few extra boxes....

Unlike the other benefits, Chapter 33 has additional stuff to fill out. You need an effective date when you want the benefit to start and if you are eligible for another benefit, you have to give up that benefit to get Ch 33. If you only have Chapter 33 eligibility, you can check the “not eligible for any other listed benefit” box. Then click continue.

Note about effective dates: As you may be aware, for chapter 33, your eligibility is valid for 15 years after your last day of active duty. So think about that for a minute. If you are already discharged, why not add today’s date as the effective date. It really doesn’t matter when you start school as long as the application is submitted.

Contents

1. Education benefit being applied for:

Chapter 33 - Post-9/11 GI Bill

**Chapter 33 Election.** Complete this section only if this is your first request for Chapter 33 benefits

By electing Chapter 33, I acknowledge that I understand the following:  
 I may not receive more than a total of 48 months of benefits under two or more programs.  
 If electing chapter 33 in lieu of chapter 30, my months of entitlement under chapter 33 will be limited to the number of months of entitlement remaining under chapter 30 on the effective date of my election.  
 My election is **irrevocable** and may not be changed.  
 I elect to receive Chapter 33 Education Benefits in lieu of the Education Benefit checked below.

effective...   Chapter 30:MGIB  Chapter 1606:MGIB-SR  
 (Date: mm/dd/yyyy)  Chapter 1607:REAP  Not eligible for any of the other listed benefits

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)

*Back / Continue*

## Step 18: Name, rank, and serial number please....

Fill in the blanks. This appears to be straight forward. Then hit continue.

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Why do I have to complete this information?  
 Why do periods disappear after I type them?  
 Frequently Asked Questions

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?

*Back / Continue*

## Step 19: Keep filling it out. You are getting there.....

Add your current address you live at. VA finds that very important. Don't forget to tell VA if you move. Phone number too just in case the claims examiners need to get ahold of you. When finished, hit continue.

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If I live overseas, where can I get help?

5. What is your address?

Address Location

---

City State

Zip

Zip Suffix

What if my city and country are the same?

7. What are your telephone numbers?

Primary Phone Extension Secondary Phone Extension

Back / Continue

## Step 20: Question for you...

Have you ever filed a claim with the VA? For this example, we will assume no. Click the NO circle, then continue.

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Why do you need to know about other benefits?

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

Why do you ask for my file number?

What is Ch. 33, 30, 32, 34, 35, 160 & NCS?

Frequently Asked Questions

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## Step 21: Keep going....

Click on the circle and hit continue

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How could I have used someone else's service?

What is first and second veteran information?

What are payee numbers?

Frequently Asked Questions

10b. Have you previously applied for education benefits using someone else's service?

Yes  No

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## Step 22: A word about Direct Deposit

Read the direct deposit requirement and then hit the continue.

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Frequently Asked Questions

Direct Deposit

The Department of Treasury requires all Federal benefit payments be made by electronic funds transfer (EFT), also called direct deposit. Please provide the information requested on the following page to enroll.

If you do not have a bank account, you must receive your payment through Direct Express Debit MasterCard. To request a Direct Express Debit MasterCard you must apply at [www.usdirectexpress.com](http://www.usdirectexpress.com) or by telephone at 1-800-333-1795. If you elect not to enroll in direct deposit, you must contact representatives handling waiver requests for the Department of Treasury at 1-888-224-2950. They will address any questions or concerns you may have and encourage your participation in EFT.

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## Step 23: For the bank account....

Trust me on this. You want direct deposit. Nothing against the postal service, but..... Click on the yes circle on question 8 and continue to fill out the rest of the form. In regard to the question about an authorized United States financial agent.....in language you and I understand, they mean the bank you belong too.

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[How to find routing/transit numbers on my check](#)

What if I do not have an account within the US?

What should I watch for if I use a Credit Union?

Can I find the routing number on a deposit slip?

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

Do you have an account with an authorized United States financial agent?  
 Yes  No

8a. Account Type:  Checking  Savings

8b. Name of financial institution

8c. Routing or Transit Number

8d. Account Number

*Back / Continue*

## Step 24: Next of kin works or a neighbor or someone you love

Just in case the VA can't contact you, let them know who can get ahold of you.

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[Why does VA need this contact information?](#)

Frequently Asked Questions

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

<input type="text" value="GI"/>	<input type="text" value=""/>	<input type="text" value="JANE"/>	<input type="text" value=""/>
First	Middle	Last	Suffix

9a. Is your contact's address and phone number the same as yours?  
 Yes  No

*Back / Continue*

## Step 25: Have you received your pamphlet yet?

If you want some info in the mail on GI Bill benefits, hit the yes button. If you want to go online to find it, hit the no button. For this example, I will hit the no button and then hit continue.

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Why do you need to know if I received a pamphlet?

Frequently Asked Questions

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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## Step 26: Do you know what school you are going to?

If you are ready to hit the books and have registered for classes, better hit yes. If you are unsure, hit the no button. In this example I will hit the yes button. As soon as you click on yes, there are more boxes to fill out. Then continue please.

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What should I do if I know the name of the school?

Why do you need the full name of the school?

What if I don't know the street address?

Why is it important to fill in the city and state?

Frequently Asked Questions

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

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## Step 27: Fill in the school term date, program etc.

You need to let the VA know when you are starting classes, what program you are signed up for, and the type of program you are going to graduate in. If you aren't sure where and when you are going to school this doesn't apply to you. Then hit continue.

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**Education:**  
 Select this if you will be training via school attendance.

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

/  /   
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.)

12c. Course of study to achieve goal?

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)

*Back / Continue*

## Step 28: Still on active duty?

In this example, I will click the no button for question 13a. They then want to know if you will be sending in your discharge paper. Since I have a DD214, I will be hitting the yes button. Hit continue.

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**Education:**  
 Tell us if you plan to send a copy of your discharge papers. The most common discharge paper is a DD Form 214.

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.*

*Back / Continue*

## Step 29: On to your military service history.....

VA wants to verify your military service. While they have DOD information, we have found in many cases that DOD information is not up to date. This will help ensure all of your service time is counted. Fill out the boxes. You can add additional periods of service by clicking on the “Add Tour of Duty” or can delete a tour you had added. In this example, we only had one service period. Hit the Continue after adding your service time.

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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.

**Education:**  
Indicate your service status.  
For example: Active Duty,  
Drilling Reservist, IRR, etc.

1st tour

1. Date Entered Active Duty  
 01 / 01 / 1990  
month day year

13e. Date Separated from Active Duty  
 12 / 31 / 1994  
month day year

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

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

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

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

## Step 30: About your high school or GED

Before you go onto college, they need to make sure you graduated from high school or received your GED. Fill out and hit continue.

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

**Education:**  
Enter the year you graduated from high school.

14a. Date you graduated from High School.  
 05 / 31 / 1985  
month day year

Or

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

*Back / Continue*

## Step 31: Any training VA needs to know about?

Did you know that the GI Bill can be used for apprenticeships and on-the-job training as well as flight schools? Click the yes or no button and then continue. In this example, we will say no.

FAQ  Help  Contents

14c. Have you received any training after High School?  
(Including apprenticeships, on-the-job training and flight training)

Yes  No

**Education:**  
You should indicate if you received any training after high school. This will include technical or vocational school, college or university, or any other training past high school.

If you attended a military service academy, you should check "Yes" and provide details in the Remarks sections.

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## Step 32: Any FAA certificates?

Most of us do not have an FAA certificate. If you do, let the VA know. Otherwise leave the big box blank and hit continue.

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

**Education:**  
In this field type in any flight certificates that you hold. This is especially important if you plan to take flight training.

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## Step 33: Any experience as a licensed plumber?

VA wants to know if you have previous experience in a job that needed a license or were considered a journeyman in a professional field. Most of us would probably say no. Click on the NO circle and then continue.

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Why do you need to know about my employment?

Frequently Asked Questions

15a. Were you employed **before** entering military service?  
 (Includes jobs where you held a license or journeyman rating to practice a profession)

Yes 
  No

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## Step 34: For you active duty claimants?

If you are still on active duty and plan on using tuition assistance, that is a yes. For the rest of us, a no., Then hit continue.

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**Education:**  
 If you are **not** on active duty or in the Selected Reserve, check 'No' to this question.

If you are on active duty or in the Selected Reserve, tell us if you are receiving or will receive non-VA benefits from the Armed Forces or Public Health Service.

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

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## Step 35: For you ROTC or West Point studs?

If you graduated from a service academy, they need to know the year. If you are participating in a senior ROTC program, they want to know that too. If no, then click the no and then continue.

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**Education:**  
 If you received or plan to receive an Reserve Officers Training Corps (ROTC) scholarship which pays a stipend, PLUS tuition, fees, books and supplies you must check "Yes". If you are not receiving an ROTC scholarship, check "No".

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

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## Step 36: More questions on ROTC or Federal Civilian questions?

If you were commissioned or will be commissioned through the Senior ROTC Scholarship program, fill in the blanks. If you will be receiving education benefits from your federal government employer, that would be a yes. For the rest of us, just click the no button and continue.

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**Education:**  
 This question is for civilian federal employees only. If you are a federal employee and will receive benefits through the Government Employees' Training Act, select "Yes". Otherwise chose "No".

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	Scholarship Amounts
<input type="text"/> / <input type="text"/> / <input type="text"/>	Year: <input type="text"/> Amount: \$ <input type="text"/>
month day year	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

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## Step 37: Buy-up, Kickers, and SLRPs?

Some Veterans that paid the \$1200 for Chapter 30 also added in up to \$600 more to get a bigger benefit. Make sure you have supporting documents if you paid in extra. Kickers are a way for recruiters to get you additional education benefits. Usually found on an enlistment or re-enlistment addendum. Check your paperwork for the kicker. Student Loan repayment plan is something some recruits get for signing on the line. The plan pays for old crusty student loans. In our example, I will choose no and hit continue.

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**Frequently Asked Questions**

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

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## Step 38: For those old Soldiers that never fade away

There aren't too many of us left that joined before January 1, 1977. That was back in the day. In this example, we will say no and hit continue.

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**Education:**  
Only select "Yes" if you are applying for benefits under **MGIB-Chapter 30 AND** were on active duty on or before this date.

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

Yes  No

*Back / Continue*

## Step 39: What else should I tell them?

Here is your last chance to add additional stuff to help VA process your application. For most of us, the application covers everything. If not, add your remarks, then click on Continue.

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18. Remarks

**Education:**  
You can use this space to give additional information that was not on the form, or that you think will help us process your claim. You may leave this field blank.

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## Step 40: The pre submission page is next

Looks like after you click continue, you will get a chance to review for errors and submit the form.

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**Frequently Asked Questions**

Here are the buttons you will see on the presubmission page:

- 1. View errors/warnings** button will appear only if there are either errors or warnings for you to review. Select it to read them and be able to link back to fix them. Some information on your form is required--you cannot submit your form electronically without it. This information is listed under errors. Other information, while not required, is needed to process your form. This information is listed under warnings. If you don't give it to us now, we may ask for it later, but you can submit your form without it.
- 2. Submit form** button will only be available if you have no errors on your form. If you have errors, the button will be grayed out. When you select this button, you will be asked if you want to attach any files to your form.
- 3. Delete form button** will erase the form you are now working on and we will not save any record of it in VONAPP. Use it if you decide not to submit your form and don't wish to continue later.
- 4. Suspend form button** will put your form on hold and allow you to come back within 30 calendar days to continue working on it. Returning to it later will restart the 30-day limit. This will give you an additional 30 days so you can gather information, talk with VA or a service organization, etc. The 30 days begin when you click on the suspend form button. If VONAPP sees no activity within that 30 days, your form will be permanently deleted and no record of it will remain.

*Back / Continue*

## Step 41: More instructions and print instructions

Tells you how to print or change information. Hit continue after finished reading.

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[What quick checks can I do for printing problems?](#)  
[Frequently Asked Questions](#)

**5. Print paper form button** prints the VONAPP VA form with your information. Print this for your records.

**6. Print empty form button** takes you to our VA forms website where you can find and print blank forms.

**7. Print data summary button** prints your information with the questions you answered so you can check them. It will not print the VA form.

Once you select "submit form," and VONAPP finds nothing to ask you about, you will get a message asking if you want to submit. However, if you have to change or add some information in the application, VONAPP will give you an "errors/warnings" list and you will have to go back to add required information. If you don't add the information, you can't submit electronically. Remember, errors must be corrected. If you only have warnings, you can click on the "go to submit page" button to link to that page. However, please keep in mind that the information requested in the questions for which you received warnings is still vital to help us with your application.

Use the links in the errors/warnings list to navigate back to the questions for review. This list will stay open and reappear as you start looking at the questions listed. You must click on the "exit error mode" button to close it.

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## Step 42: How to attach Files instructions.

I would highly recommend you send that DD214, kicker contracts, etc. Pay attention on how to attach files.

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[Education Benefits \(Form 221990\) Attachments](#)  
[National Call to Service \(Form 22990N\) Attachments](#)  
[Transfer of Entitlement \(Form 221990E\) Attachments](#)  
[Frequently Asked Questions](#)

**Attaching files to your VONAPP submission**

Once you select "submit form," if VONAPP finds nothing to ask you about, you will get a message asking if you want to submit. You will also be asked if you want to attach any documents to your electronic submission. If you do, select "OK" and you will be shown a page from which you can select files you want to attach.

Follow the instructions on the files attachment page and you can attach up to five files with a total size for all of one megabyte. You are limited to certain types of files you can attach. These types include text, spreadsheet, and picture files. *Some JPG file formats and some PDF files may not be compatible with the VONAPP Upload program.*

For education submissions (1990, 1990E, 1990N, 1995, 5490, and 5495), most claims can be adjudicated without any further documentation. Information related to your service is provided to VA from DoD.

Be certain each file is the one you want to attach before you attach it because you cannot remove any or view those which you have attached once they are attached. Also, since you are limited to five files and one megabyte, choose your attachments carefully.

**Please note, if you experience any delay or difficulty attaching documents, continue to complete your application. If, as we review your application, we determine we need additional information in order to adjudicate (or make a decision on) your claim, we will contact you directly.**

**Certification and post-submission pages**

Once you are done, select "no" when asked if you want to attach another file and you will be taken to a certification page. You should read the certification and penalty information, then select "I certify" if you agree. The next page will be your Confirmation Page which you should print for your files. You then will see three more pages telling you about what we will do with your submitted application. Finally, you will be taken to the VONAPP form selection screen to allow you to select another form to fill out if you wish.

*Back / Continue*

## Step 43: Last chance for corrections

This is the final step before you submit the form. Read over the information carefully. If you need to edit or re-view, you can go back through the contents option. If you are ready to submit, click on the submit button.

Note: The print option buttons were unavailable the day this guide was written. Perhaps that will be active again someday

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Reader use for printed form or data summary pages.  
 Using a screen reader, how do I attach files?  
 How do I return to the error locations?  
 What should I do after I submit my form?  
 How can I print the confirmation page?  
 How do I exit VONAPP?  
 What about the pop up windows?  
 How can I see what I typed in my application?  
 What does record 1, record 2, etc., mean?

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.

*Back / continue disabled*

Good luck with your application. You can always call the VA call center to see if they received your application. Give them a week before you call them. The number is 1-888-442-4551