



Student Checklist

PLEASE SUBMIT ALL CORE DOCUMENTS HERE:

[Student Document Submission Portal](#)

Students are **REQUIRED** to complete and submit the below documents to have their VA education benefit processed from their Ole Miss email account. Paperwork submitted by parents will **NOT** be accepted under any circumstances. Please complete forms on your computer to avoid form issues. Adobe Reader is free and will allow you to digitally sign forms that require your signature.

NEW STUDENTS: Required forms can be found by expanding #3 here: <https://olemiss.edu/vms/new-students/>

CURRENT / RETURNING STUDENTS: Please visit: <https://olemiss.edu/vms/returning-students/>

Core Documents

Certificate of Eligibility (COE)

The COE is proof that the student is eligible for VA Benefits

- To apply for a VA education benefit and receive a COE, visit: www.va.gov/education/how-to-apply/
- Proof of submission to the VA is REQUIRED. A screenshot of your submission confirmation can/will be used as a placeholder
 - After ~30 days, you will receive your approval memo from the VA – you **MUST** submit your official COE to us for processing
- If you are switching between VA education benefit types, e.g., from Chapter 33 to Chapter 35, you must apply for a new COE by following the above-mentioned steps and resubmit confirmation and approval to us for processing

Statement of Understanding (SOU)

- Must be **TYPED, not handwritten**
- Summarizes the VA Education Benefit types and states you understand how your benefit works

Student Info Sheet

- Must be **TYPED, not handwritten**
- This form must be resubmitted any time you change your contact information, VA Education benefit type, or academic major

Parent/Sponsor Statement of Understanding (SOU)

- Must be **TYPED, not handwritten**
- This is NOT required for Veterans using their earned VA education benefits

Degree Plan

- This is a list of the required classes for your specific academic degree
- Find your degree plan by searching for your typing in your major on Google, i.e., “BBA Finance Ole Miss.” This is an example of what we are looking for: [BBA Finance.pdf](#) | [Powered by Box](#)

*Once Core Documents have been submitted, the following form must then be completed and routed to your academic advisor for approval for **EVERY TERM** you desire to utilize VA education benefits*

Term-Specific Documents

Term Approval Form (TAF)

- Must be **TYPED**, signed by **YOU**, then emailed by **YOU** to your advisor

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