



Student Checklist

All items listed below are required to process your benefits. Failure to complete the items listed below will result in processing delays of VA Payments. **PLEASE EMAIL ALL DOCUMENTS AS ATTACHMENTS IN ONE EMAIL. VMS will NOT accept individual documents. Please email all applicable paperwork before the first day of each term to ensure timely processing.**

Students are **REQUIRED** to submit the following documents to have their VA education benefit processed:

Core Documents

Certificate of Eligibility (COE)

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

- To receive a COE, visit www.va.gov/education/how-to-apply/ to apply for your benefit
- Proof of submission to the VA is **REQUIRED**
 - o Submit the page containing your Confirmation Number. This page will be used as a placeholder for your COE for 30 days
- After 30 days, you **MUST** submit your official COE

Statement of Understanding (SOU)

- Seven-page document located on [Required Forms](#)
- States that you understand how your benefit works
- Sign and submit the **1st PAGE** only

Student Info Sheet

- One-page document located on [Required Forms](#)
- Must be **TYPED**

Parent/Sponsor Statement of Understanding (SOU)

- Two-page document located on [Required Forms](#)
- Must be **TYPED**

Degree Plan

- This is a list of the required classes for your specific degree
- Find this by searching for your major at catalog.olemiss.edu

Term-specific Documents

Term Approval Form (TAF)

- Two-page document located on [Required Forms](#)
- Must be **TYPED**
- Must be signed by **YOU**, the student
- Must be signed, approved, and **emailed to VMS by your Academic Advisor**
- Must be completed **EVERY TERM** you wish to utilize benefits
- Submit the **2nd PAGE** only

Schedule

- Email an **attached** copy of your course schedule for **EVERY TERM** you are requesting benefits

If you are a VETERAN, please email us a copy of your DD-214 along with your core documents. This allows us to confirm your Veteran status, making you eligible for Early Priority Registration and granting you access to the Veteran Resource Center (VRC).

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