

## CHAPTER 35 DEPENDENT EDUCATIONAL ASSISTANCE

### Freshman/First-Year Students (Less than 11 college credits earned after high school)

- Proof of Eligibility** Submit one of the following:
  - Certificate of Eligibility. COE's can not be older than 6 months
  - *First time VA education applicants must apply by filling out the VA Form 22-5490 at [www.vets.gov](http://www.vets.gov)*
  - Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week*
- VA Form 22-5495** (See pages 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by your College Advisor (See page 5 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO.

### Transfer Students (+12 Credits earned after High School graduation)

- Proof of Eligibility** Submit one of the following:
  - Certificate of Eligibility. COE's can not be older than 6 months
  - *First time VA education applicants must apply by filling out the VA Form 22-5490 at [www.vets.gov](http://www.vets.gov)*
  - Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week*
- VA Form 22-5495** (See pages 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by an Academic Transfer Advisor (See page 4 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO.

### Graduate/Former/Post-Bacc Students

- Proof of Eligibility** Submit one of the following:
  - Certificate of Eligibility. COE's can not be older than 6 months
  - *First time VA education applicants must apply by filling out the VA Form 22-5490 at [www.vets.gov](http://www.vets.gov)*
  - Student will receive a COE once you have been approved for Chapter 35 in appx. 8 week*
- VA Form 22-5495** (See pages 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by an Academic Advisor (See page 5 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO.

Once you have submitted all documentation, all students must complete the Certification Request Form. This form can be found at [www.uhcl.edu/vso](http://www.uhcl.edu/vso) under the forms tab.

All documents must be in PDF Format. Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either.



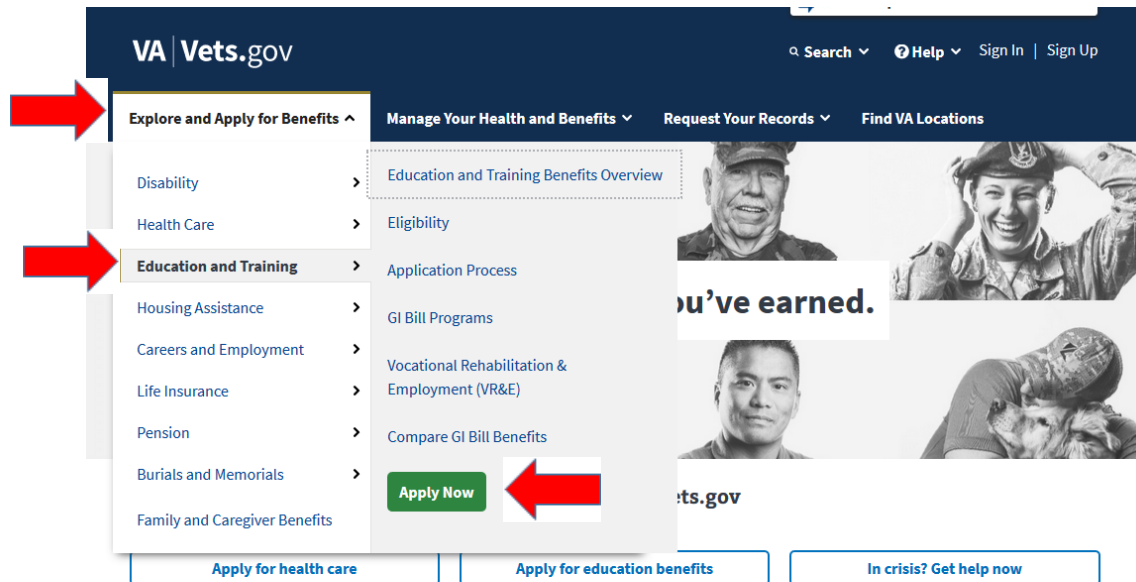
# How to complete a VA Form 22-5495

If you have not used the CH35 DEA at another college/university, you do not have to complete this form

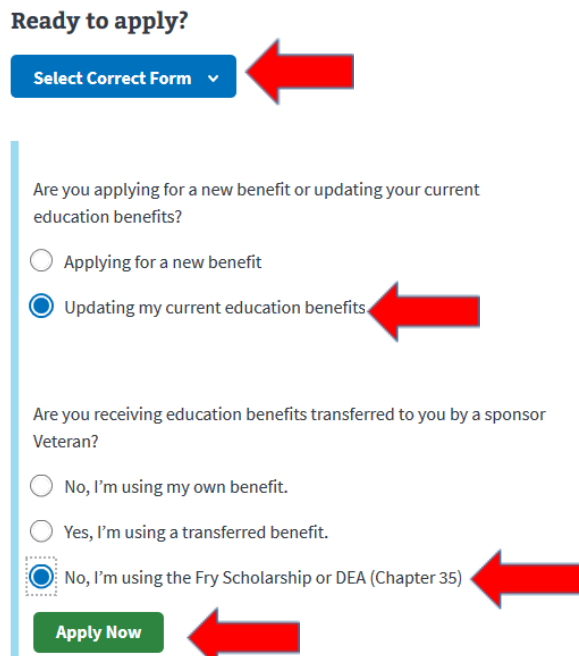
Step 1.) Make sure you are at a computer that has printing capability

Step 2.) Go to <https://www.vets.gov/>

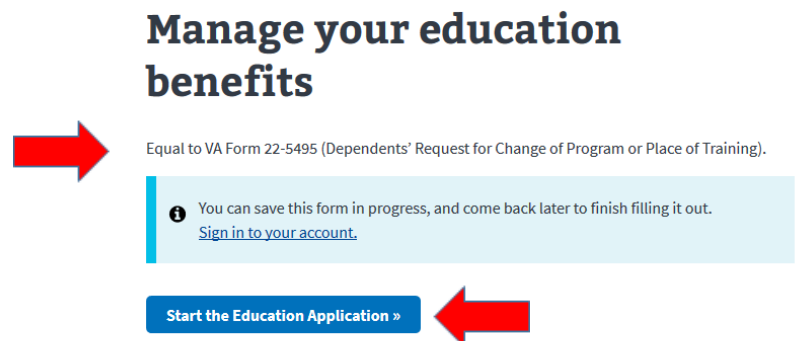
Step 3.) Click on Explore Benefits, then select Education & Training, and then select the Apply Now box



Step 4.) Click Select Correct Form, then select "Updating my current education benefits", then select "No I'm using my own benefit", and then click Apply Now.



Step 5.) On the following page, click the Start the Education Application box (make sure the "Equal to VA Form 22-5495" appears)



## VA Form 22-5495 continued....

Step 6.) Fill out the required personal information fields in the 1-6 Applicant information boxes as they apply & click continue

### Update your Education Benefits

Form 22-5495

#### 1 of 6 Applicant Information

You aren't required to fill in all fields, but we can review your application faster if you provide more information.

First name (\*Required)

Middle name

Last name (\*Required)

Suffix

Date of birth (\*Required)

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender

Female

Male

Social Security number (\*Required)

I don't have a Social Security number

[« Back](#)

[Continue »](#)

Step 7.) When you finish the Applicant information boxes, print with the confirmation number. You will not be able to access this page later – **must be printed immediately!**

**Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted.**

**Cellphone photo's converted to PDF format will not be accepted either.**

**All documents must be turned in together, at the same time.**

# How to Obtain a *Draft* Candidate Plan of Study from the Transfer Advising staff

## (New Transfer Students only)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

You will receive an email to your personal email from Academic Transfer Advising 3 days after you have been admitted to UHCL which will provide instructions on how to schedule an appointment with a Transfer Advisor using the **Navigate student app** ([www.uhcl.edu/eab](http://www.uhcl.edu/eab))

When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.**



Step 3:

During your advising session, the advisor will review your transfer credits, provide guidance on how they are applying toward your degree requirements, and recommend classes for your first semester. Then they will sign your draft degree plan which is referred to as the Candidate Plan of Study (CPS).  
*(Signed draft degree plans are only authorized for the first semester.)*



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

**Academic Transfer Advising**  
281-283-3068 | [transfer@uhcl.edu](mailto:transfer@uhcl.edu)  
Student Services & Classroom Building  
(SSCB) 1206

# How to Obtain a Candidate Plan of Study from the College Advisor

**(Freshman/Graduate/Post-Bacc/Former UHCL students)**

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

**All Undergraduate students:** Download the **Navigate app** ([www.uhcl.edu/eab](http://www.uhcl.edu/eab)), and schedule an appointment with your assigned College Advisor.

**Graduate students:** contact the respective College Advising Office and set up an appointment to meet with an Academic Advisor.

**Note:** *When making your appointment, inform them that you are a **military connected student** and will need a **signed degree plan** for your major and your desired concentration/specialization/certification if applicable.*

Business	Education
281-283-3110	281-283-3600
Human Sciences and Humanities	Science and Engineering
281-283-3333	281-283-3711



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

**Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted.**

**Cellphone photo's converted to PDF format will not be accepted either.**

**All documents must be turned in together, at the same time.**