



Please refer to the following guidelines for filling out the V.A. Intent Form.

- Because the Intent Form is what is used to draft your certification for V.A. education benefits, it is critical that the information you provide is both accurate and complete.
- The address you report on the Intent Form is for our office purposes only (to provide an address for us to mail your schedule to for you to sign, for example) and it is not reported officially to the V.A. unless you are a new student in regard to receiving the GI Bill. Any change of address needs to be reported by the student by calling the following number 1-800-827-1000.
- If you are a new student in regard to receiving the GI Bill, please note there are other forms you need to fill out beyond our Intent Form. These forms are available in our office. Please refer to the [BGSU V.A. Information Handout](#) (the preceding is a “live” or clickable link).
- The chapters of the GI Bill break down as follows:
 1. Chapter 30 – you were an active duty military member
 2. Chapter 32 – VEAP (and have not converted to Chapter 30)
 3. Chapter 35 – you are receiving benefits on behalf of a veteran as a dependent
 4. Chapter 1606 – you are a member of the National Guard or Reserves (please note that being called to active duty will not switch you to Chapter 30 as you are still a member of the Guards/Reserves)
- If you are receiving under Chapter 1606 and have not yet submitted your DD-214 (or a Certificate of Completion for Basic Training), please note that we can only certify you for a maximum of two semesters without it. If you have already been certified two semesters and have not yet turned it in, we cannot certify you for additional semesters until we receive it.
- If you have changed your major since your last certification, you will need to fill out a V.A. Form 22-1995 (for Chapters 30, 32 and 1606) or a V.A. Form 22-5495 (Chapter 35) before being certified for your new major. These forms are available in our office.
- If you are certifying for the fall semester and plan to attend for the spring semester also, please fill out the number of credit hours anticipated for both fall and spring in the appropriate lines.
- If you have not received a copy of the BGSU V.A. Information Handout and would like one, please return to the clickable web link above, in the third bulleted item from the top.
- If you are repeating any courses you have taken in the past, or if you are enrolled in ENG 110, ENG 111, MATH 095, MATH 098 or ENG 112, please read the Intent Form carefully where these topics are mentioned.
- V.A. will not pay you for any courses that do not apply toward your degree.
- **If you make any changes to your schedule that either increase or decrease your training time after you submit the Intent Form to us, it is imperative that you inform us of the change as quickly as possible to prevent improper payments being issued.**

If you have any questions or concerns about our Intent Form, or about the GI Bill, please feel free to contact us (419-372-8413).

[Get the printable V.A. Intent Form: \(Fall/Spring\)](#)

[Get the printable V.A. Intent Form: \(Summer\)](#)