

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 33 – you served on active duty after September 9, 2001 and either exhausted or transferred chapter 30, 1606 or 1607 benefits to this chapter
 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
 5. Chapter 1607 – you are a member of the National Guard or Reserves and have been activated for at least 90 days
- If you are receiving under Chapters 1606 or 1607 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, 33, 1606 and 1607) 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 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 GSW 1100, GSW 1110, MATH 95, MATH 98 or GSW 1120, 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.**

NOTE: This certificate is for one semester; we do not assume you want benefits for a future term. Each term you wish to apply for benefits, once you are registered for classes, please submit a copy of your schedule and degree audit.

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).

BGSU – VA Intent Form

Please return this form to the Office of Registration and Records, 110 Administration Building.

Name: _____ BGSU ID: _____
 Address: _____ SSN: _____
(Address for VA Benefit Check – permanent address preferred)
 City: _____ State: _____ Zip: _____ Home Phone: _____
(or APO/FPO)
 Email: _____ Cell Phone: _____

Student status: Graduate Undergraduate Campus: Main Firelands DIST
 Degree/Major _____ VA File Number _____
(Chapter 35 only)

Expected Graduation Date _____
 First semester at BGSU _____ First semester VA benefits received _____

Have you changed your major since entering BGSU? No Yes
 If yes, have you filed Form 22-1995 or 22-5495 (for CH 35 only)? No Yes

I am currently on active duty status Yes No (Dates) From _____ To _____

I have submitted my DD214 for evaluation Yes No

<u>Year</u>	Indicate your Chapter	
Fall _____	Chapter 30 (MGIB-AD)	Chapter 35 (Survivor/Dependent Ed. Assist)
Spring _____	Chapter 31 (Voc Rehab)	Chapter 1606 (MGIB-SR)
Summer _____	Chapter 33 (Post 9/11)	Chapter 1607 (REAP)

Course & Section Number	Dates of Enrollment	Credit Hours	Web Course	Repeated
<i>For example: GEOL 1040 / 1001</i>	<i>August 22 – December 16, 2011</i>	<i>3</i>	<i>x</i>	<i>x</i>

Total Credit Hours

Undergraduate Credit Rates for Fall & Spring	Undergraduate Credit Rates for Summer
Full-time = 12 or more credit hours ¾ time = 9-11 credit hours ½ time = 6-8 credit hours	Varies depending on session enrolled

The courses which I have listed above, and registered for, are required for my stated degree/major and have not been taken previously nor do I have transfer credit for them. I will notify the VA Office, BGSU, should I move or make any schedule or credit hour changes. I authorize the release of my academic transcripts to all parties to determine the continued use of my VA benefits.

Applicant's signature: _____ Date: _____