



Chapter 31: Veteran Readiness & Employment (VR&E) Undergraduate Student Checklist

All items listed below are required to process your benefits. Failure to complete the items listed below may result in processing delays.

Submit all required documents to <http://veterans.auburn.edu/required-documents/>. All students are **REQUIRED** to turn in the following documents:

1. Certificate of Eligibility (COE)

- This COE is proof that the student is eligible for CH31 Veteran Readiness & Employment (VR&E)
- If you have used CH33 Post 9/11 previously:
 - VA FORM 28-1900
 - The form can be completed online at www.vets.gov
- If you have never used CH33 Post 9/11 or CH31 previously:
 - VA FORM 28-1900
 - The form can be completed online at www.vets.gov
- P.O. from your VR&E Counselor is your COE
 - Once approved, the P.O. is sent to AU from your VR&E counselor through Tungsten

2. Statement of Understanding (SOU)

- 7 page document located on <http://veterans.auburn.edu/required-documents/>
- States that you understand how your benefit works
- Sign and return the top page only

3. Student Info Sheet

- 1 page document located on <http://veterans.auburn.edu/required-documents/>

4. Academic Advisor Letter with Curriculum Sheet

- Form is completed after student meets with Academic Advisor
- Academic Advisor Letter
 - 1 page document located on <http://veterans.auburn.edu/required-documents/>
 - Must be signed by the Academic Advisor
- Curriculum Sheet
 - List of required classes for your specific degree
 - Must be signed by the Academic Advisor
- Class Approval by Academic Advisor
 - Via Banner or
 - Printed schedule with “YES” or “NO” next to each class, dated and signed by Academic Advisor