



## Chapter 35: Dependent Education Assistance (DEA) 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 CH35 DEA
- Applying for benefits for *the first time*:
  - VA FORM 22-5490
  - The form can be completed online at [www.vets.gov](http://www.vets.gov)
  - Proof of submission is required (i.e. submission confirmation number).
- Used benefits *previously* at another school:
  - VA FORM 22-5495
  - This form is called a “Change of Program or Place of Training”
  - The form can be completed online at [www.vets.gov](http://www.vets.gov)
  - Proof of submission is required (i.e. submission confirmation number).

### 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