



## CLARK ATLANTA UNIVERSITY

### Veteran Services Overview

Veterans Services at Clark Atlanta University, is located in Trevor Arnett Hall, room 102, in the Office of the Registrar. Our primary goal is to assist students receiving VA Educational Benefits by:

- Processing educational benefit forms such as enrollment certifications.
- Advising students on procedures pertaining to their educational benefits.

We also assist students who must withdraw from the University because they are called to active duty and with the re-admission process when they return to the university after active duty. Veterans Services for Clark Atlanta University is not a division of or directly affiliated with the United States Department of Veterans Affairs.

### Clark Atlanta University School Certifying Official (SCO):

University Registrar, Room 102

[studacctva@cau.edu](mailto:studacctva@cau.edu)

### Utilizing Your VA Educational Benefits @ CAU:

The role of Veteran's Services is to monitor each veteran student's enrollment status and academic progress. Our office does not determine eligibility for benefits or have access to any student's Department of Defense VA records.

Initial certifications of enrollment are submitted prior to the beginning of each term. Changes in enrollment status that affect a student's VA educational benefits are reported as they occur. The number of enrolled credit hours determines the level of benefits the student may receive. The University notifies the Department of Veterans Affairs through the electronic submission of the 22-1999 form.

All degree programs and majors at Clark Atlanta University have been approved by the VA as eligible for educational benefits. You must be either a degree-seeking student or a transient student seeking a degree at another institution to qualify for educational benefits at Clark Atlanta University. If you are not a degree-seeking student, please contact a VA Certifying Official for further information.

### Applying for Veterans Educational Benefits

Students looking to utilize Veteran Affairs Educational Benefits must have a processed application on file with the Department of Veteran Affairs. For information on applying for benefits, please go to the Veterans Affairs website at: <http://www.benefits.va.gov/gibill/>. Please be certain to save a copy of the application for Veterans Educational Benefits for your records as well as the confirmation email that the application was received. You may need to provide a copy of the application to the VA Certifying Official at Clark Atlanta University.

### Documents needed for a student veteran or the dependent of a veteran to claim their educational benefits are:

- Certificate of Eligibility
- VA Form 22-1990 or 22-1990b or 22-1990e (Application for Educational Benefits)
- DD-214 (service record)
- VA Form 28-1905 (for VA Ch 31 Vocational Rehabilitation benefits)
- VA Form 2384-1 Notice of Basic Eligibility (NOBE) (for VA Ch 1606 or 1607 benefits)
- VA Form 22-1995 Change of Program or Training