



## VA Benefits Checklist

### Office of the Registrar

ENMU Station 5 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2175 | Fax: 575.562.2566 | [portales.registrar@enmu.edu](mailto:portales.registrar@enmu.edu)

The school certifying official in the Office of the Registrar certifies your enrollment status to the U.S. Department of Veterans Affairs (VA). The VA determines your eligibility to receive educational assistance, issues benefits and disburses payments. Before the school certifying official can certify your enrollment, you must submit an application for education benefits to Veteran's Affairs and:

- Be admitted to ENMU.
- Be enrolled in a degree-seeking program approved for VA educational benefits.
- Be registered for the semester for which you are requesting benefits.
- Provide a Certificate of Eligibility from the VA and the Request for VA Enrollment Certification.
- Use your VA benefits to take classes at ENMU.

### Checklist

**Please use the VA Benefits Checklist below when accessing your benefits.**

- Earn benefits or have benefits transferred to you.
- Apply to use those benefits by visiting [enmu.edu/VABenefits](http://enmu.edu/VABenefits).
  - Fill out VBA 22-1990.
  - If you are a transferring your benefits from another institution then fill out VBA 22-1995.
- Submit a copy of your Certificate of Eligibility you receive from VA to the ENMU VA Certifying Official.
  - Send to: [enmu.veteransaffairs@enmu.edu](mailto:enmu.veteransaffairs@enmu.edu)
- Register for classes and be enrolled in a degree-seeking program.
- Fill out your Request for VA Enrollment Certification and turn it in to ENMU VA Certifying Official.
  - You can download the form at [enmu.edu/VACertification](http://enmu.edu/VACertification)
- If using MGIB or REAP you must also verify your attendance.
  - You can verify your attendance at [enmu.edu/GIVerify](http://enmu.edu/GIVerify)

### For More Information

#### ENMU VA Certifying Official

Administration Building (ADM), Room 105

575.562.2230 | [enmu.edu/GIBill](http://enmu.edu/GIBill)

#### US Department of Veterans Affairs

888.442.4551 | [enmu.edu/VABenefits](http://enmu.edu/VABenefits)