

# CHAPTER 1606 – Reservist, National Guard

(Must currently be drilling with the Reserves/NG)

## Forms Checklist

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**VA Form 1990 Confirmation Page** – Also called the **VONAPP**. This is the initial application for benefits (i.e. the student's first time using benefits.) Students **MUST** submit this online at the [www.gibill.va.gov](http://www.gibill.va.gov) website and **print a copy of the confirmation page** to submit to the school.

In addition, once student receives the resulting Certificate of Eligibility from the VA, (VACOE) they should submit that to us as well.

**NOTE: If the student is submitting a VACOE, there is no need for the 1990/VONAPP.**

**OR**

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**VA Form 1995** – Change of Program (changing majors) and/or Change of Place of Training (students who have already used their benefits at another institution). If student is transferring from another institution, they **MUST** submit this form online at the [www.gibill.va.gov](http://www.gibill.va.gov) website, and **print out a copy for our records**. We are required to have a signed copy of this form in the student's file. However, if student has been attending Collin and is simply changing their major, they can fill out the form and submit directly to our office.

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**NOBE** – Notice of Basic Eligibility (DD2384.) Students can get this form from their reserve unit. Must be signed by the unit's Educational Officer (which is typically the CO.)  
**WE ARE REQUIRED TO HAVE THIS FOR ALL RESERVISTS and NG'S.**

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**VAAP** – Collin Veterans Application (previously known as the Veterans Information Sheet.) **Give the student the second page.** It is the policy and procedures students must follow to continue to be eligible as well as their SAP policy. By signing the application, the student is saying they have read and understand the attached policies.

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**Degree plan request** – Students **must choose an eligible degree plan** and must take courses only on the degree plan. If they change degrees/majors, they must submit a new degree plan request to the Financial Aid/Veterans Affairs office.

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**TA Statement** – All Reservists and NG's must sign the statement indicating they are not using Tuition Assistance. This Chapter is NOT allowed to use TA and 1606 at the same time.

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**DD214 – Member 4 copy ONLY.** (AKA the long copy – shows type of discharge.) Reservists may say they do not have this. All military personnel have a DD214 if they completed basic training. It is in their service record at the Reserve unit or in Mabry in Southern Texas for the NG's. If student has more than one, ask for the most recent.

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**Official academic transcripts** from **all previously attended colleges, universities, trade schools, tech schools**, etc. This is **REQUIRED** before any evaluation of a degree plan will be performed and before any certification will be done. These are submitted to the Admissions office, not our office and must be official.