CHAPTER 1607 – Reservists, National Guard
(Reservists/NG’s who were mobilized to active duty for more than 90 days. Must have been
mobilized to federal service (in the case of NG’s) NOT state service. Vet must return to reserve
status from the mobilization.)

Forms

VA Form 1990 – 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 website and print a copy of it 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

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 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.

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.

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.

Students MUST fill out the entire top section of the degree request form per Admissions.

DD214 – Member 4 copy ONLY. (AKA the long copy – shows type of discharge.)

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.

NOTE: We do NOT need the NOBE for 1607’s.

Reservists/National Guard members are also eligible for Tuition Assistance from their Reserve unit CONCURRENT
with GI Benefits. The Tuition Assistance, however, is between the student, their unit and the cashier’s office. The
Financial Aid/Veteran’s Affairs office does not process this paperwork nor certify these students. Students should get
additional information from their unit’s Education Officer.