

## REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING

### PART I - IDENTIFICATION AND PERSONAL INFORMATION

1A. NAME OF APPLICANT ( <i>First, Middle, Last</i> )	<b>VA DATE STAMP</b>
1B. MAILING ADDRESS ( <i>Complete street address, City, State, and 9-digit ZIP Code</i> )	
1C. APPLICANT'S TELEPHONE NUMBER ( <i>Including Area Code</i> )	

### PART II - YOUR PROGRAM INFORMATION

CHAPTER 33 ( <i>Post-9/11 GI BILL</i> )  CHAPTER 30 ( <i>Montgomery GI Bill - Active Duty</i> )	
3. HOW WILL YOU TAKE TRAINING?	
LICENSING & CERTIFICATION TEST  H. NATIONAL ADMISSIONS EXAMS OR NATIONAL EXAMS FOR CREDIT	
4A. WHAT EDUCATION, PROFESSIONAL OR VOCATIONAL GOAL ARE YOU WORKING TOWARD?	4B. WHAT IS THE NAME OF THE PROGRAM YOU ARE REQUESTING?
4C. IF CHANGING SCHOOLS, GIVE NAME AND COMPLETE ADDRESS OF <b>NEW</b> SCHOOL OR TRAINING ESTABLISHMENT YOU ARE PLANNING TO ATTEND ( <i>If applicable</i> )	4D. NAME AND COMPLETE ADDRESS OF <b>OLD</b> OR CURRENT SCHOOL OR TRAINING ESTABLISHMENT

### PART III - DIRECT DEPOSIT INFORMATION

5. DIRECT DEPOSIT INFORMATION ( <i>Complete this item only if you wish to start direct deposit or your direct deposit information has changed.</i> ) Please attach a voided personal check or provide the information in items A through D below. NOTE: Direct Deposit is not available for the Post-Vietnam Era Educational Assistance Program (chapter 32) nor for section 903.		
A. TYPE OF ACCOUNT		
CHECKING      SAVINGS		
	C. 9 DIGIT ROUTING OR TRANSIT NUMBER	D. ACCOUNT NUMBER



## When Should You Use This Form?

Use this form when:

you're **changing schools**,  
you're **changing your educational, professional, vocational goal**,  
you **left your program due to unsatisfactory attendance, progress, or conduct**;  
and you're now **reentering the same program**, or  
you were **receiving VA education benefits as a veteran** and now wish to receive  
benefits while **on active military duty**.

## INSTRUCTIONS FOR SPECIFIC ITEMS ON THE FORM

Most items on this form are self-explanatory. Here is additional information on certain items.

### **Item #4A:** Here are some examples of what we mean by "**goals**":

Educational goal: GED certificate, high school diploma, bachelor degree, master degree, Ph.D

Professional goal: lawyer physician, teacher, physical therapist, medical technologist, medical records librarian

Vocational goal: stenographer, machinist, electronic technician, X-ray technician, radio and TV service technician, automobile mechanic, practical nurse.

**Items #6:** Provide your dependents information **only** if you have military service **before** January 1, 1977 (or delayed entry before January 2, 1978).

**Items #11A and 11B:** Make sure you sign and date these items. If you are currently on active duty, have your Education Service Officer sign and date Items 12A and 12B.

## If You Need Help

If you need help in completing this form, you can contact us through our home page on the Internet. Our website is: [www.gibill.va.gov](http://www.gibill.va.gov). Click on Ask a Question and Find Answers. Or you may call us toll

## TO FILE THIS FORM:

### **(A) If you have selected a school or training establishment,**

**Step 1:** Mail the completed form to the VA Regional Processing Office in the region of that school's or establishment's physical address: Determine the correct office from the list below.

**Step 2:** Notify the veterans certifying official at your school or training establishment that you have applied for VA education benefits. Ask him or her to submit your enrollment information using VA Form 22-1999, Enrollment Certification, or its electronic version.

**Step 3:** Wait for VA to process your application and notify you of our decision concerning your continued eligibility for education assistance.

### **(B) If you have not selected a school or training establishment,**

**Step 1:** Mail the completed form to the VA Regional Processing Office in the region of your home address. Determine the correct office from the list below.

**Step 2:** Wait for VA to process your application and notify you of our decision concerning your continued eligibility for educational assistance.

Eastern Region: VA Regional Office P.O. Box 4616 Buffalo, NY 14240-4616			
Serves the following states			
CT	DE	DC	ME
MD	MA	NH	NJ
NY	OH	PA	RI
VT	VA	WV	Foreign Schools
Central Region: VA Regional Office P.O. Box 66830 St. Louis, MO 63166-6830			
Serves the following states			
CO	IA	IL	IN
KS	KY	MI	MN
MO	MT	NE	ND
SD	TN	WI	WY
Western Region: VA Regional Office P.O. Box 8888 Muskogee, OK 74402-8888			
Serves the following states			
AK	AR	AZ	CA
HI	ID	LA	NM
NV	OK	OR	Philippines
TX	UT	WA	
Southern Region: VA Regional Office P.O. Box 100022 Decatur, GA 30031-7022			
Serves the following states			
AL	FL	GA	MS
NC	PR	SC	US Virgin Islands

**PRIVACY ACT NOTICE:** The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations, section 1.526 for routine uses (e.g. VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, VA cannot process your claim for education assistance unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN:** We need this information to determine your continued eligibility to VA education benefits (38 U.S.C. 3471). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 20 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.whitehouse.gov/omb/library/OMBIN.VA.EPA.html#VA](http://www.whitehouse.gov/omb/library/OMBIN.VA.EPA.html#VA). If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.