GALVANIZE

Student Responsibilities for using VA Education Benefits

1. Financing for Operation Level Up must be in order 5 weeks prior to cohort start date. Average processing time for applications from the VA is 30 days.

2. Apply to use your VA education benefits at Galvanize, complete a VA online application for VET TEC (VA Form 22-0994) and VA Education Benefits (VA Form 22-1990) [View Online Application Screen Captures](#).

   NOTE: Galvanize will certify your enrollment 30 days prior to your first day of the cohort per VA regulations.

3. Submit a screen capture of your VET TEC AND VA Education Benefits application receipts to vabenefits@galvanize.com NO LATER THAN 30 days PRIOR to the course start date.

4. Submit your VA screenshot of the application receipt page to

5. All students must submit the following documents to your Galvanize Enrollment Advisor by emailing jeff.pryor@galvanize.com.
   a. VA Certificate of Eligibility (COE) issued within 90 days of the program start date.
      i. You will receive your COE after you submit your VA application to use your benefits.
      ii. Send the COE email followed by the COE letter when you receive it.
   b. Your military education transcripts
      i. Air Force - [Community College of the Air Force](#)
      ii. All other branches - [Joint Service Transcript](#)
   c. Any post-secondary education transcripts

6. Students must ensure that they keep their contact information up to date with the VA. Report changes to your address by contacting [VA](#).

a. <u>CRITICAL DOCUMENTS</u> are sent via email and US Mail. Make sure you provide an email address that you can access unrestricted now and in the future.

    i. The VA will send your Certificate of Eligibility (COE) to the mailing address you provide on your application for VA benefits.

b. Students must ensure that they keep their direct deposit information up to date with VA. Report changes to your direct deposit information by contacting [VA](#) and providing:

    i. Their new account number.

    ii. Their new 9-digit routing number.

The type of account (checking or savings).