All students using VA benefits

1. <u>CRITICAL DOCUMENTS</u> are sent via US Mail. A student using VA benefits must ensure that they keep their address up to date with VA. You can report changes to your address by contacting the VA.

2. A student using VA benefits must ensure that they keep their email address up to date with the VA and use an email address that you can access unrestricted now and in the future.

3. A student using VA benefits must ensure that they keep their direct deposit information up to date with the VA. You can report changes to your direct deposit information by contacting the VA and providing:

   a. A new account number.

   b. A new 9-digit routing number.

   c. The type of account (checking or savings)

4. A student using VA benefits must provide the following documents to Galvanize per VA compliance requirements. Not providing these documents can impact Galvanize's continued VA approvals.

   a. Your Certificate of Eligibility

   b. Your military transcripts (All individuals that served in any branch of the military will have a military transcript which will include all trainings you have completed including your basic training)

      i. Air Force - Community College of the Air Force

      ii. All other branches - Joint Service Transcript

   c. Any post-secondary education transcripts which do not need to be official

VET TEC Requirements

1. A student using VET TEC will need to verify their continued enrollment monthly with the VET TEC team. On the last day of every month, send an email to vettec.vbabuf@va.gov stating you have been in attendance. The email should include the first and last day of attendance, e.g. April 26th through April 30th, May 1 through May 31st. Your cohort's solo week has been reported to the VET TEC team and that week will not be eligible for payment. Email must **not** be sent earlier than the last day of the month that they are certifying. You can send it at the beginning of the new month too. In other words, it can be late, just not early.

2. A student using VET TEC must notify the Training Provider when they find meaningful employment by signing and submitting the [Verification of Meaningful Employment form](#) along with your offer letter. Additional documentation may be needed if you are self-employed or promoted at your current employer.

Additional Requirements for Operation Level Up

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 an 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. All students must submit the following documents to your Galvanize Enrollment Advisor by emailing mcsp.admissions@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.

   iii. Your military transcripts (All individuals that served in any branch of the military will have a military transcript which will include all trainings you have completed including your basic training)

      1. Air Force - [Community College of the Air Force](#)

      2. All other branches - [Joint Service Transcript](#)

   iv. Any post-secondary education transcripts which do not need to be official