



Lamar University | LIT
Veterans Benefits
MGIB-SR – CH. 1606 | REAP – CH. 1607



Process for applying to Lamar University or LIT

1. Apply for admission to Lamar University or Lamar Institute of Technology at the ApplyTexas website: <https://www.applytexas.org>
2. Once accepted to the school, enroll in classes through the University Advising Center (if a freshman or sophomore) or through the department for the degree being sought
NOTE: The University Advising Center telephone number is: 409-880-8822 (Lamar University students ONLY)
3. Submit OFFICIAL school transcripts from high school and/or all colleges attended
4. Submit placement test scores as required (SAT, ACT, ACCUplacer, THEA, Compass)
5. Submit OFFICIAL military transcripts to Admissions
6. Submit a copy of the DD-214 (Member-4 copy) to Admissions

Process for using Veterans Affairs (VA) Benefits

1. Apply for the GI Bill® on the eBenefits website: <https://www.ebenefits.va.gov>
NOTE: The Department of VA does not recognize LIT as a separate institution from Lamar University. If attending LIT, choose Lamar University as the school to be attending
2. Turn in the paperwork below to the VA Office at Lamar University to be certified for classes

Required Paperwork (All documents MUST be turned into VA Office at Lamar)

VA Letter of Eligibility (LOE)

This letter is mailed to the student after application has been processed by the Department of VA

NOTE: We can also accept a printout of the VA eligibility from the eBenefits website located at:

<https://www.ebenefits.va.gov>

Degree Plan

This is provided by the student's advisor at time of enrollment into classes

NOTE: All transfer and prior credits MUST be posted to the degree plan

Class Schedule

Advise the VA Office at Lamar of registration for the upcoming semester

DD-214 (Member-4 copy)

This form is provided to the veteran after separation/retirement or for Reserve/Guard members after deactivation from active duty and must show character of service (Honorable) as well as length of service

Military Transcripts

Military transcripts can be obtained from the following:

For Army, Navy, Marines, and Coast Guard, visit: <https://jst.doded.mil>

For Air Force, visit <https://www.credentials-inc.com/cgi-bin/DVCGITP.pgm?ALUMTRO012308>

Notice of Basic Eligibility (NOBE)

This documentation is obtained from the veteran's reserve or guard unit

Worksheet (This packet)

Additional Paperwork

Request for Change of Place of Training (If Applicable)

This form is filled out online through the eBenefits website (<https://www.ebenefits.va.gov>) if transferring from another college

Worksheet

Student Information

Ch. 1606 | Ch. 1607 | HW | Dep | AP

Name: _____ Student ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ SSN/VA#: _____

Email: _____

Academic Information

Major: _____ Minor: _____

NOTE: All courses of study require an updated degree plan and all classes must be specifically listed in the degree plan

Record of Enrollment (FOR OFFICE USE ONLY)

Semester	Year	Hours	Semester	Year	Hours
Fall			Fall		
Winter Mini			Winter Mini		
Spring			Spring		
May Mini			May Mini		
Summer I			Summer I		
Summer II			Summer II		
Summer III			Summer III		
Fall			Fall		
Winter Mini			Winter Mini		
Spring			Spring		
May Mini			May Mini		
Summer I			Summer I		
Summer II			Summer II		
Summer III			Summer III		
Fall			Fall		
Winter Mini			Winter Mini		
Spring			Spring		
May Mini			May Mini		
Summer I			Summer I		
Summer II			Summer II		
Summer III			Summer III		
Fall			Fall		
Winter Mini			Winter Mini		
Spring			Spring		
May Mini			May Mini		
Summer I			Summer I		
Summer II			Summer II		
Summer III			Summer III		
Fall			Fall		
Winter Mini			Winter Mini		
Spring			Spring		
May Mini			May Mini		
Summer I			Summer I		
Summer II			Summer II		
Summer III			Summer III		

Statement of Student Responsibilities

All students using Veteran Educational benefits must abide by regulations set forth by the United States Department of Veterans Affairs and this institution. Please review and initial each statement in acknowledgement of your responsibilities as a student receiving Veterans Educational Benefits.

_____ I understand that in order to continue to receive my benefits I must request to be certified EVERY semester that I am enrolled at this institution.

_____ I understand that all courses that I am enrolled in MUST be on my degree plan that is on file with this office. I understand that by registering for courses that are NOT on my degree plan, my VA payment will be delayed and I may not receive reimbursement for these courses.

_____ I understand that the VA will pay for college readiness classes if deemed necessary by my placement test scores. However, the VA will NOT pay for these courses to be taken online. A copy of the test scores must be on file with the VA office.

_____ I understand that I must maintain a cumulative 2.0 GPA to continue to receive my VA benefits. IF I receive a failing grade in a course, I understand that the VA will pay for me to re-take the course only ONCE.

_____ I understand that my paperwork will NOT be submitted to the VA for payment until my file is complete and I have turned in ALL requested documents to the VA Office.

_____ I understand that the VA Office processes files in the order they are received each semester. The VA Office will begin certifying paperwork as soon as registration opens for each term.

_____ I understand that if I make changes to my schedule, I MUST notify the VA Office ASAP. If changes are made to my schedule after I request to be certified, I understand that my payments may be delayed and may result in an overpayment and a debt to the VA.

_____ I understand that as a Chapter 1606/1607 beneficiary, I must verify my enrollment on the WAVE website or by phone at 1-877-823-2378 **MONTHLY**.

BY SIGNING THIS DOCUMENT, I AGREE TO THE AFOREMENTIONED STATEMENTS OF UNDERSTANDING AND AGREE TO UPHOLD MY RESPONSIBILITIES AS A STUDENT USING VETERAND EDUCATIONAL BENEFITS.

Student Name (Print)

Signature

Date

FOR OFFICE USE ONLY

Authorization File Completed on (MM/DD/YYYY): _____ Staff Initials: _____

Useful Contact Information:

Lamar University and LIT Admissions Office:

Admissions

John Gray Center

Office Hours: M-F 8am – 5pm

admissions@lamar.edu | 409-880-8888 (LU) | 409-880-8321 (LIT)

Lamar University and LIT Veterans Affairs Office:

Veterans Affairs Office

Wimberly Building, Rm 101

Office Hours: M-F 8am – 5pm

va@lamar.edu | 409-880-7198 | 409-880-7341 (FAX)

Eric Matthews, Certifying Official – 409-880-8437

Norma Cumbaa, Certifying Official/Coordinator – 409-880-8998

Department of the VA Regional Office: 888-442-4551 – www.gibill.va.gov

LU Financial Aid:

Julie Walker – 409-880-7282 – julie.walker@lamar.edu

www.FAFSA.ed.gov

Tuition Assistance:

Ashley Sheehan – 409-880-7796 – ashley.sheehan@lamar.edu