**Documents Required for Veterans using Montgomery GI Bill**

**Chapter 1606 Benefits**

**NEW STUDENT:**

1. [Application: Apply online via va.gov](http://www.va.gov)

-Complete form 22-1990. Print copy of confirmation page or COE. *We can certify your first semester with the confirmation page of your application.* Email to mvrc@uwf.edu.

2. Certificate of Eligibility (COE):

-You will receive this document in the mail after completing your application. *We must receive the COE before your second semester with UWF.* Email to mvrc@uwf.edu.

3. VA Enrollment Certification Form (ECF):

-Complete the ECF, which is available through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account, after registering for classes and upgrading your account to full access. You **MUST** complete the ECF every semester you wish to use benefits after registering for classes.

4. Waivers:

-To qualify for in-state tuition, complete the Veteran O/S Waiver Form electronically through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account. Submit your COE or DD214 w/proof of Florida residency. If active duty on orders in the State of Florida, provide military orders for temporary residency. If active duty on orders out of the State of Florida, complete the Active-Duty O/S Waiver Form electronically through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account.

5. Monthly Verification:

To receive your monthly housing, you must verify your enrollment through GI Bill [WAVE](https://gibill.va.gov/wave/index.do) at the end of every month.

**The VA will send funds directly to the student. The student is responsible for submitting payment for tuition and fees directly to the university.**

**Documents Required for Veterans using Montgomery GI Bill**

**Chapter 1606 Benefits**

**TRANSFER STUDENT:**

1. Certificate of Eligibility (COE):

-Provide the MVRC a current copy (within 1 year) of your COE. Email to [mvrc@uwf.edu](mvrc%40uwf.edu).

2. VA Enrollment Certification Form (ECF):

-Complete the ECF, which is available through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account, after registering for classes and upgrading your account to full access. You **MUST** complete the ECF every semester you wish to use benefits after registering for classes.

3. Waivers:

-To qualify for in-state tuition, complete the Veteran O/S Waiver Form electronically through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account. Submit your COE or DD214 w/proof of Florida residency. If active duty on orders in the State of Florida, provide military orders for temporary residency. If active duty on orders out of the State of Florida, complete the Active-Duty O/S Tuition Form electronically through your [my.uwf.edu](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmy.uwf.edu) account.

4. Monthly Verification:

To receive your monthly housing, you must verify your enrollment through GI Bill [WAVE](https://gibill.va.gov/wave/index.do) at the end of every month.

**The VA will send funds directly to the student. The student is responsible for submitting payment for tuition and fees directly to the university.**

Submit required documents to the

Military & Veterans Resource Center

Bldg. 38, Room 147

Email: mvrc@uwf.edu

Phone: 850-474-2550