**Documents Required for Veterans using DEA**

**Chapter 35 Benefits Dependents**

**NEW STUDENT:**

1. [Application: Apply online via va.gov](http://www.va.gov) (you must create your own ID.Me or Login.gov account)

-Complete form 22-5490. Print copy of confirmation page.  **You MUST provide your sponsor’s SSN and what benefit type you are (spouse, 1st child, 2nd child, etc.).** *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 Dependent 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 w/proof of Florida residency.

**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 DEA**

**Chapter 35 Benefits Dependents**

**TRANSFER STUDENT:**

1. Certificate of Eligibility (COE):

-Provide the MVRC a recent/current copy of your COE. Email to [mvrc@uwf.edu.](file:///%5C%5CVBA.VA.GOV%5CRO%5CMGY%5CUser%5CVRERBAIS%5CDocuments%5CUWF%5Cmvrc%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 Dependent 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 w/proof of Florida residency.

**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