

USF OFFICE OF VETERAN SUCCESS BENEFITS REQUEST PROCESS

STEP 1: Register for classes

STEP 2: *FIRST SEMESTER ONLY* If you are using the GI Bill for the first time *or* if you have used education benefits before at another school:

- a) Follow this link: <https://www.va.gov/education/how-to-apply/>
- b) Click the green “*Find Your Education Benefits Form*” button
 - First time GI Bill users, select “*Applying for a new benefit*”
 - Continuing GI Bill users, select “*Updating my current education benefits*”
- c) Answer all questions and provide requested information
- d) Save and take a screenshot of the “*Claim Received*” page at the end of the application
- e) In 4-6 weeks after completing the application, you will receive a *Certificate of Eligibility* (COE) packet in the mail detailing your benefits

STEP 3: Submit a **Clockworks** application **EVERY SEMESTER**

that you will be using VA education benefits:

<https://www.usf.edu/student-affairs/veterans/apply/clockworks.aspx>

On Step 4, attach:

- First page of your COE or “*Claim Received*” page from Step 2
- DD-214 Member 4 ***VETERANS ONLY***

*****IMPORTANT***** *If you add, drop, or changes classes after certification, return to your Clockworks application and click “Submit a new change in benefit request” to complete a Change in Benefits Request*

STEP 4: *****STUDENTS BEING CHARGED OUT OF STATE FEES ONLY*****

Complete an Out of State Fee Waiver **EVERY SEMESTER** that you are eligible at:

<https://www.usf.edu/student-affairs/veterans/admissions/out-of-state-waiver.aspx>