

UMBC

AN HONORS UNIVERSITY IN MARYLAND

Training Centers

Step by Step Admissions Guide for Veterans

First; You will need to apply for VA Benefits through the Department of Veterans Affairs website. The web address is <http://www.gibill.va.gov>

Second; You will need to speak with an Admissions Representative from UMBC Training Centers. Please call **443-543-5400** and your representative will assist you with your registration

Once you are officially registered for classes, we will need the following documents:

- a. A copy of your Letter of Eligibility / Awards Letter. Please contact the Department of Veterans Affairs about this at 1-888-442-4551.
- b. A copy of your **DD214 Form or military identification card.**
- c. A **Certification Request Form**
- d. A **Personal Responsibilities Form**
- e. **VA form 22-1995** if you are transferring from another educational institution

Once you have gathered these completed documents, you can:

Email them to mhagy@umbctrainingcenters.com

Bring them in person to the **Accounting Office** at UMBC Training Centers

Please Note:

We will certify and send off the student's information within 7 business days of the student submitting the **completed** paperwork.

The VA will process the forwarded certification within 6-8 weeks.

We cannot advise students on eligibility of benefits as we are not employees of the Department of Veterans Affairs, any questions should be directed to 1-800-442-4551.