INTRODUCTION

Thank you for your interest in the SANS Technology Institute. This document leads you through the additional steps in the application process that are required for applicants who would like to use veterans' education benefits to pay for tuition and fees at STI.

REQUIRED STEPS IN THE APPLICATION PROCESS

1. **Review application requirements for the program of your choice.**
   - [Master's Degree Programs Admission Procedures](#)
   - [Graduate Certificate Programs Admission Procedures](#)

2. **Choose the optimal benefit Chapter based on your status, requirements, and goals.**
   If you meet the eligibility requirements for the Post-9/11 GI Bill, or other GI Bills such as the Montgomery GI Bill, you will be required to choose which benefit you wish to receive. For some individuals, your choice may be irrevocable. The Post-9/11 GI Bill may provide a better benefits package in terms of eligibility criteria, period of eligibility and financial value in comparison to existing educational benefit programs that remain in effect. However, the best program for you, if you are eligible for multiple educational benefit programs, will depend on your individual circumstances. For more information, please visit the VA's [GI Bill Website](#).

3. **Complete the Veterans Online Application, or VONAPP, for VA Educational Benefits.**
   The U.S. Department of Veterans Affairs [VONAPP](#) enables you to apply for veterans education benefits. You can submit applications for educational benefits online at https://vabenefits.vba.va.gov/vonapp/default.asp .
   - VA Form 22-1990 – If you are a veteran/service member who has never claimed benefits before or are changing chapters.
     - If you are on Active Duty you will need to have your Education Service Officer or Command representative complete and sign Section II of the VA Form 22-1990.
   - VA Form 22-5490 – If you are a dependent of a veteran who has never claimed benefits before under the chapter you are requesting, including Fry Scholarship
   - VA Form 22-1990E, Application for Family member to use Transferred Benefits. You'll need a letter of approval from DoD.

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Processing times for first time applicants can take six to eight weeks. Keep in mind that it is not uncommon to get a letter from the VA requesting more information. You will have to answer

VAs requests to be determined eligible and complete the process. **We recommend applying for benefits before applying for admission to one of our programs to ensure timely processing of benefits.**

4. **Apply to a SANS Technology Institute graduate program.**
    Please follow the standard application process for your intended program, linked in step one.

5. **VA students are required to submit official transcripts from all institutions attended or training received (if applicable).**
    Please note we will accept transcripts electronically if they are sent directly from your institution. See guides above for additional instructions on submitting these documents.

AFTER YOU SUBMIT YOUR APPLICATION

The Admissions Committee will only begin evaluation of an application upon final receipt of all necessary components. Once an application is complete, the admissions committee typically takes 30 days maximum to finalize a decision.

If you receive an invitation to matriculate:
1. Admitted students work with an appointed student advisor to complete a Course of Study Plan and Funding Discussion.
2. Submit a signed Offer of Admission, Course of Study Plan, and a copy of the most recent Award (Benefit) Letter / Certificate of Eligibility from the VA.
3. Complete a course certification request form and register for at least three credit hours within the first sixty days of enrollment. Please email course certification request forms to VABenefits@sans.edu