

Veteran Services Benefit Request Form (VSB)

Workday

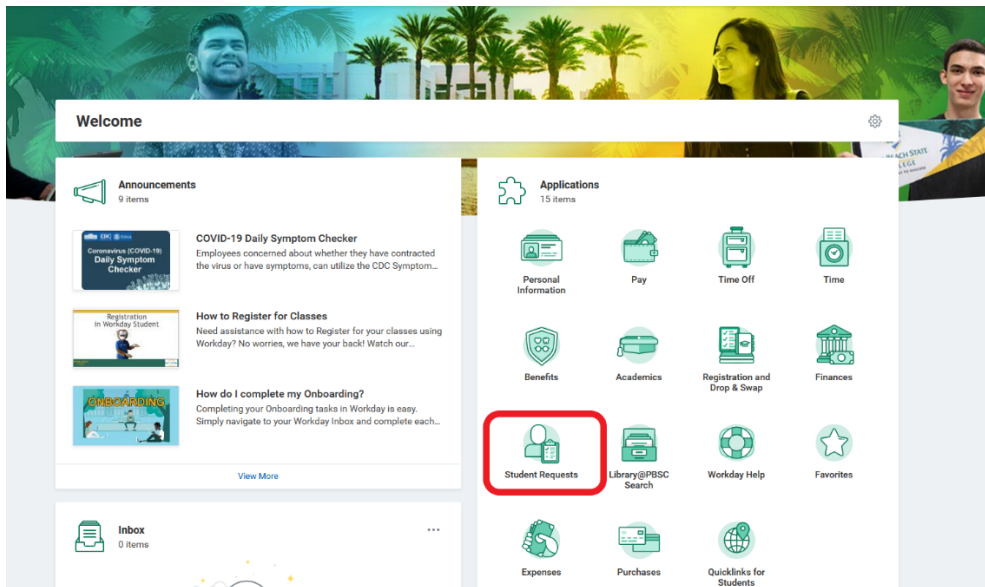
Step 1:

Login to Workday

[Workday Login](#)

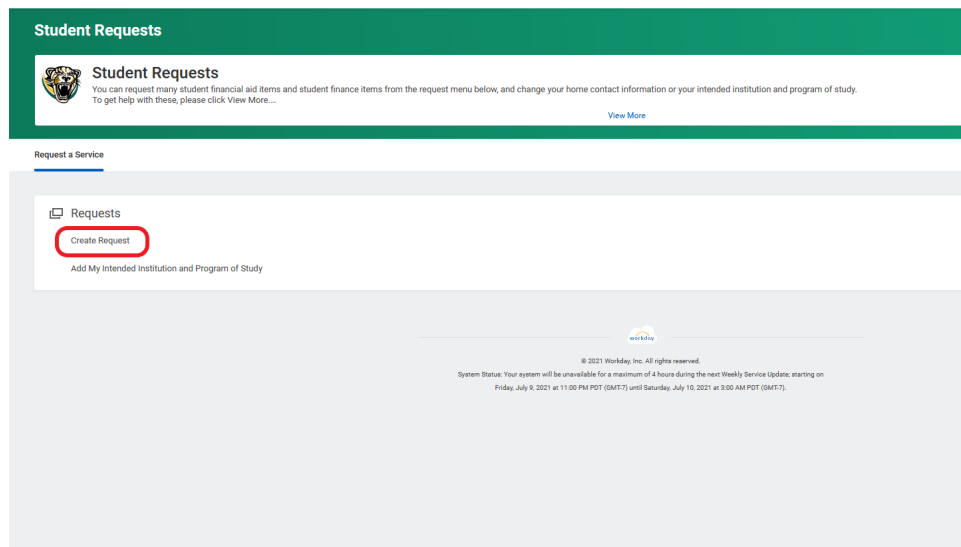
Step 2:

Click “Student Requests”



Step 3:

Click “Create Request”



Step 4:

Click “Search”, type “Veteran” in the search box and hit Enter on your keyboard, click “Veteran Services Benefit Request Form”, click “OK”



The screenshot shows a green header bar with the text "Create Request". Below it is a dropdown menu labeled "Request Type" with a red border. The selected option is "Veteran Services Benefit Request Form".



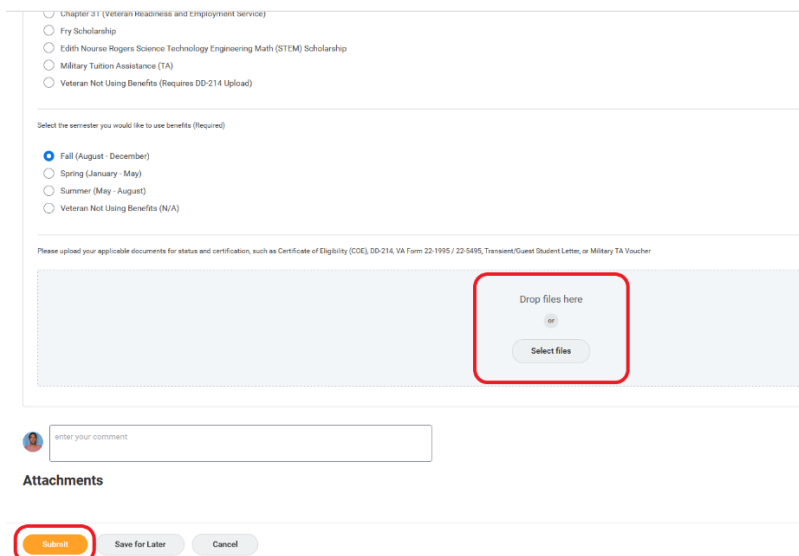
The screenshot shows two buttons: "OK" (highlighted with a red border) and "Cancel".

Step 5:

Accurately Fill Out the Entire Form

Step 6:

Attach Any Applicable Attachments (COE, DD214, Guest Student Letter Etc.) Then Click “Submit”



The screenshot shows a form with several sections. At the top, there are radio buttons for "Chapter 31 (Veteran Readiness and Employment Service)", "Fry Scholarship", "Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship", "Military Tuition Assistance (TA)", and "Veteran Not Using Benefits (Requires DD-214 Upload)". Below this is a section for "Select the semester you would like to use benefits (Required)" with radio buttons for "Fall (August - December)", "Spring (January - May)", "Summer (May - August)", and "Veteran Not Using Benefits (N/A)". The next section is "Please upload your applicable documents for status and certification, such as Certificate of Eligibility (COE), DD-214, VA Form 22-1995 / 22-5495, Transcript, Guest Student Letter, or Military TA Voucher". This section contains a "Drop files here" area with a "Select files" button (highlighted with a red border). Below this is a "Comments" section with a text input field and a "Submit" button (highlighted with a red border). At the bottom, there are "Attachments" and "Submit", "Save for Later", and "Cancel" buttons.

If you have any question or concerns, please click the link below to join our QLess call back system to speak with Veteran Services.

[QLESS](#)