

# A Guide for Verifying Your Enrollment Through W.A.V.E. (Web-Automated Verification of Enrollment)

**IT IS STRONGLY SUGGESTED THAT YOU KEEP THESE DIRECTIONS HANDY.  
VERIFICATION OF ENROLLMENT MUST BE DONE ON A MONTHLY BASIS.**

Before you can verify your enrollment, you must have received an award letter from the Department of Veterans Affairs. This letter states “We have awarded you education benefits under the Chapter 30 Montgomery GI Bill (or Chapter 1606 for Selected Reserves) program. Your monthly allowance is as follows,” and is followed by term dates and monthly money amounts. It is the only letter that talks about money. You can only verify your enrollment after receiving this letter.

WHEN TO VERIFY: Think of completing your verification as turning in a timesheet. At the end of each month, you will have to verify your enrollment. You can complete the verification on the last day of the month – May 31, June 30, July 31, August 31, etc. If the last day of the month falls on a holiday or weekend, you can still complete your verification of enrollment due to the automation. If, on June 3, for example, you realize that you forgot to do your verification for May, it’s okay. You can complete the verification anytime after the end of the month. Go ahead and complete the verification on June 3. However, please realize that the later you do the verification, the later you will receive the payment

To verify your enrollment through the Internet, go to [www.gibill.va.gov](http://www.gibill.va.gov). On the left side of the screen, you’ll see Information for Benefit Recipients. Rest the cursor there and another menu will pop-up with “Certify Your Attendance (WAVE).” Click here.

Enter your first and last name.

Enter your file number – in most cases, this will be your social security number.

Enter your password.

If this is the first time you are logging in:

1. Password will be the last six digits of your SSN.
2. You will then be asked to change your password. New passwords are 6 characters in length. Any combination of alphabetic and numeric characters is allowed. **REMEMBER YOUR PASSWORD.**
3. You will then be asked for an email address. If you do not have an email address, click on “I do not have an email address and click save. If you do

have an email address, enter it here. The VA will send you a monthly reminder to complete the verification via email. You can change this setting later.

The Main Page should appear with several links:

1. Benefit Status Information
2. Verify Monthly Enrollment Status
3. Your Last WAVE Verification
4. Direct Deposit Enrollment Form
5. Change of Address
6. Email Address Settings
7. Change password
8. Exit WAVE

1. Benefit Status Information – Clicking here will show you the address on your VA file (you can change it if incorrect), the amount of your last check or Direct Deposit, your current enrollment information, and any enrollment requiring verification.

2. Verify Monthly Enrollment Status – You can click here to submit your verification.

<b>If your enrollment is correct,</b>	<b>If your enrollment is not correct.</b> (Please use this only if your training time is incorrect. If in doubt, please come to the Office of Veterans Programs for guidance before making any changes.)
Click on “Submit Enrollment.” You will be taken to the next screen, which is your actual verification form. It should start out with “I certify that the following information...” You may wish to print this screen.	Click on “Change Enrollment.” Fill in the date of the change (the date you withdrew; approximate if necessary), the number of hours after the change, and the reason for the change.
At the bottom of the screen, click “Submit” again.	Click “Save” at the bottom of the screen. You should then see the “Verification Form” which starts with “I certify that...”
You should then see the Confirmation page. For example: “Thank you, John Doe, for verifying your enrollment...” You may wish to print this screen.	Click “Save.” You should then see the Confirmation page. For example: “Thank you, John Doe, for verifying your enrollment...”

You can now click on the Main Page tab at the top of the page to go back and see the list of other links available.

3. Your Last Wave Verification – By clicking here, you can see the last enrollment that was verified through WAVE. If you called in your last verification, it will not show here. You may wish to print this screen as proof that you have completed your verification.

4. Direct Deposit Enrollment Form – If you have never signed up for Direct Deposit before, you can click here and do so. You will need to have several important pieces of information - your SSN, your bank account number, the name, address and phone number of your bank, and your routing number. Your routing number is the first nine (9) numbers in the digital string of numbers at the bottom of your check. There may be other information necessary.

5. Change of Address – This will allow you to change the address on your claim for VA educational benefits. **It is important that you keep the DVA updated on your current address.** Changing your address on the website does not change your address with the school. There is another form you must complete and submit to the school.

5. Email Address Settings – You can use this link to report your email address or to change an email address you have previously provided. The VA most often uses this email address to send a monthly reminder when there are enrollments requiring verification.

6. Change Password – If you decide for whatever reason to change your password, click here. **BE SURE TO REMEMBER THE NEW PASSWORD.**

7. Exit WAVE. This does the same thing as the LOG OUT tab at the top of the screen. It takes you out of the system.

Congratulations – you have now completed your first WAVE Verification of Enrollment.

If you have Direct Deposit, you should expect to receive your payment within 3-5 business days from the date of verification.

If you do not have Direct Deposit, you can expect to wait 7-10 days. Direct Deposit is encouraged.

1. Less wait time to receive payments.
2. No lost, damaged, or destroyed checks.
3. No chance for theft of check.
4. Easier to keep track of receipt of payments through bank statements.



## **You can also call in your verification.**

You can call 1-877-823-2378 to verify your enrollment. This is an automated system and you should hear something like the following.

“If you are calling to verify that your enrollment has not changed, please press 1. Please enter your VA file number (normally your SSN) and press the # sign. Please enter the first 5 digits of your Zip Code and press the # sign. Thank you – You have now been verified. You should receive this payment within 7-10 days.” If you have Direct Deposit, it should still be 3-5 business days. Remember, business days do not include holidays such as Martin Luther King, Jr. Day, Good Friday, Labor Day and Memorial Day (May 31) just to name a few.

There are several disadvantages to calling in your verification.

1. You cannot see, nor do they tell you, what enrollment status they currently have for you. You could verify yourself for more hours than you actually have. This will result in an overpayment that the VA will take back from you.
2. If you have made a change in your enrollment, you cannot change the enrollment using the telephone system. Normally, they will tell you to go to the website anyway to make changes.
3. There is no record of the past transactions.
4. You cannot change your address, Direct Deposit information, email address, or even your password, if necessary, using this automated phone system.

The one advantage to calling in is that you do not need Internet access – any phone, even a payphone or cell phone, will facilitate the verification.

If you need assistance with verifying your enrollment through either of these methods, please feel free to come in to the Office of Veterans Programs.