

NEW VA STUDENT CHECKLIST

1. VA Educational Benefits used at another College/University/Training Program?

_____ NO (Continue to Step 2)

_____ YES

If YES, Prior Institution _____

If YES, Prior Transcripts submitted to Registrar?

Veteran: ACTION: Complete (22-1995) *Change of Program or Place of Training Form*

Child or Spouse of Veteran: ACTION: (22-5495) *Change of Program or Place of Training Form*

2. Applied for VA Benefits at <http://vabenefits.vba.va.gov> ?

_____ YES (Continue to Step 3)

_____ NO (No action can be taken until Application is complete)

If NO, Visit <http://vabenefits.vba.va.gov> and "Apply For Benefits". Dept. VA will send you a Certificate of Eligibility. A copy must be submitted to CCTC Financial Aid Office.

3. Submitted a copy of Certificate of Eligibility to CCTC VA Rep. or printed eligibility information from eBenefits?

_____ YES (Continue to Step 4)

_____ NO (No action can be taken until Certificate of Eligibility is submitted to VA Rep.)

4. Completed Placement Test(s), CCTC Admissions Application, and registered for classes?

_____ NO (No action can be taken until Admitted and Enrolled in Courses)

_____ YES

Information will be submitted to the CCTC VA Representative. Schedule will be submitted to the Department of Veterans' Affairs up to 120 days before the start of the term and educational benefits will be processed accordingly.