

CHECKLIST FOR VETERANS

ACTIVATE YOUR VA EDUCATION BENEFITS

| | Step | Action | Date Completed |
|--|------|---|----------------|
| FIRST SEMESTER ONLY UNLESS SUBSEQUENT CHANGES | 1 | Admissions- Apply for admission at www.ntcc.edu/admissions | |
| | 2 | Transcripts- If you received training for college credit, whether in a military or civilian setting, apply for a transcript. Military transcripts can be obtained from the following: <ul style="list-style-type: none"> • Army, Navy, Marine Corps, Coast Guard- https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do • Air Force- http://www.au.af.mil/au/ccaf/transcripts.asp | |
| | 3 | VA Online Application (VONAPP) - Information for the Ch33 (Post-9/11), Ch30 (MGIB), Ch1606 (MGIB-SR), and Ch35 is available at the http://benefits.va.gov/gibill/ . Submit a VA Form 22-1990 if applying for CH30, 33, or 1606 or a VA Form 22-1990e for ToE at https://www.vets.gov/education/apply/#modal ; or a VA Form 22-5490 for CH35 at https://www.ebenefits.va.gov/ebenefits/vonapp . If you are a Reservist, you will need to have your unit complete a Notice of Benefits Eligibility (NOBE). Vocational Rehabilitation and Employment VetSuccess Program- information and application- for Chapter 31 (Veterans with service-connected disabilities) is available at http://www.vba.va.gov/bln/vre/ . | |
| | 4 | DD-214- Provide a copy of your DD-214, Member 4 or Service 2 copy (long form). If you have more than one period of service, a copy of each DD-214 will be required. Make several copies for general use and store original(s). You can request copies of your DD-214 from http://www.archives.gov/veterans/military-service-records/ or ebenefits.va.gov . | |
| Upon Change of School | 5 | Transfer student and previously used VA benefits? - Complete the VA form 22-1995, found at https://www.vets.gov/education/apply-for-education-benefits/application/1995/introduction . Dependents of veteran's complete VA form 22-5495, found at https://www.ebenefits.va.gov/ebenefits/vonapp . | |
| Once A Year | 6 | Most recent COE showing the number of months of eligibility remaining- If less than eight months of benefits remaining, please contact SCO for assistance. | |
| Every Semester | 7 | Request to Certify Benefits- See the Forms List. The SCO is not allowed to assume you want to use your VA education benefits every semester you enroll. You must submit a completed Request for Certification as soon as you register for classes for the following term. The earlier you register and notify the SCO, the more likely you will begin receiving benefits in a timely manner. Advance Pay requests must be submitted no less than 45 days prior to the first day of classes to allow processing time. | |
| | 8 | Vocational Rehabilitation and Employment VetSuccess Program- VA Form 28-1905 from Case Manager each semester. | |



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