

CHECKLIST FOR VA BENEFITS

Contact Linda Forest at 903.434.8192 or lforest@ntcc.edu with any questions

		ACTION NEEDED	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, request a transcript. Military transcripts can be obtained from the following: • 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/ . Vocational Rehabilitation and Employment (VR&E) VetSuccess Program- information and application- for Chapter 31 (Veterans with service-connected disabilities) is available at http://www.vba.va.gov/bln/vre/ . Once received, please provide a current Certificate of Eligibility (COE) in the student's name (except Ch31)	
	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 .	
	5	State ID/drivers license- Provide a copy with your documents. If you are transferring your benefits to a dependent, we will need their state ID/drivers license as well.	
	6	Submit documents - Please submit all documents at the same time, either in person at the Student Services building or email to veteranaffairs@ntcc.edu .	
Every Semester	7	Request to Certify Benefits- See the Forms List at https://www.ntcc.edu/veterans . The SCO is not allowed to assume you want to use your VA education benefits every semester you enroll. You must submit a 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.	
	8	VR&E VetSuccess Program- VA Form 28-1905 from Case Manager each semester.	