  

**First Time Military Students Using GI Bill Benefits: Checklist for Success**

 1. Apply to MCC online or through Enrollment Services directly (Admissions).

 2. Take Placement tests (Mathematics, Reading Comprehension and Writing).

 3. Print unofficial transcripts from all prior institution and your Joint Service Transcripts

 (military transcripts). Meet with your Academic Advisor and provide transcripts for

 unofficial review.

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 **\***Your Advisor will complete an **Individual Education Completion Plan** which you will turn in to the Veteran Services Office.

***(Everything below this line will be discussed in the MCC Veteran Services Office)***

 1. Go to [www.gibill.va.gov](http://www.gibill.va.gov) - Every Military Student or dependent must apply for his/her

 VA Education Benefits using the VA’s electronic VONApp system. Certificate of

 Eligibility will arrive in approximately 6 – 12 weeks.

 2. Enroll in Veteran NSO (New Student Orientation). Required for all new and returning

 students.

 3. Enroll in courses and fill out ***Veterans Request for Benefits*** form each semester. See

 step by step instruction sheet. **Blue sheet** CH30, 32, 33 (Post 9-11), 35, 1606, 1607, &

 VRAP.

 4. Request deferment to prevent classes from being dropped before your benefits are

 received from the VA. **Sign Promissory Note**.

5. Request all official transcripts (Military, and/or any institutions of higher learning) be

 sent to: Mesa Community College - Attn: Records Office, 1833 W. Southern Ave., Mesa, AZ 85202.

* Please ensure you are being charged at the IN-STATE Tuition Rate. VA Education Benefits do not cover Out of State Tuition.
* You may also apply for financial aid in conjunction with VA Education Benefits. Determine eligibility for grants and/or loans by submitting the Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (the MCC federal school code is: 001077).
* **Documents Needed to Begin Classes:**
* Certificate of Eligibility (COE) when received.
* A copy of DD214 (member 4) can be used in the meantime showing proof of military service and education eligibility.
* Transcripts, including military transcripts (official/unofficial). **Update: 4.2.2014**