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**Returning Military Students Using GI Bill Benefits: Checklist for Success**

1. Meet with Academic Advising. Supply unofficial transcripts from all prior institutions to your Advisor. This person will serve as your Point of Contact with Advisement.
2. Your Advisor will complete an **Individual Education Completion Plan (IECP)** which you will turn in to the Veteran Services Office.
3. Bring signed **IECP** to Veteran Services.

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

1. 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.

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

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

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

sent to: Mesa Community College, Attention Records Office, 1833 W. Southern Ave.,

Mesa, AZ 85202.

* 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: If not already submitted to Veteran Services Office**
* 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). **Updated: 4.4.14**