



VETERAN AND MILITARY SERVICES

Checklist for Veterans Using Veteran Readiness and Employment (Chapter 31)

Required steps for students using Veteran Readiness and Employment (VR&E) [formerly known as Vocational Rehabilitation and Employment].

***Please submit any documents containing personally identifiable information using the [Secure Document Submission form](#) or you may bring documents with you to an in-person intake appointment.**

- Apply for VR&E [here](#). For information about eligibility go [here](#).**
 - a. You should apply for VR&E and meet with your assigned Vocational Rehabilitation Counselor (VRC) prior to your intake appointment with Veteran & Military Services
 - b. Your VRC must submit approval for your program of study and coursework each semester through the Tungsten Network**
- Submit your DD214 Member 4 to Veteran and Military Services (VMS)**
- Fill out FCC's free online application for admission [here](#)**
- Submit transcripts to FCC's Registrar's Office to be evaluated for credit and [determine if you are exempt](#) from the reading, writing, and/or math placement tests**
 - c. Submit official transcripts from any colleges and/or universities where you earned credit. For more information go [here](#)
 - d. Submit official military transcripts for evaluation
 - i. **Joint Services Transcript (JST) (All branches EXCEPT Air Force):** create an account and request to have your official JST sent to FCC electronically [here](#)
 - ii. **Community College of the Air Force (CCAF) Transcript:** see how to request an official copy [here](#)
- Submit unofficial copies of college/university transcripts to VMS for advising purposes if possible**
- Take the placement tests if you are not [exempt](#).** For information about how to take the tests go [here](#). For resources that will help you prepare to take each test go [here](#).
- Optional: Apply for federal student aid to see if you are eligible to receive a need-based Pell Grant. For more information and for a link to the Free Application for Federal Student Aid (FAFSA), go [here](#).**
- Schedule an intake appointment [here](#).** Please submit as much of the required documentation as possible prior to your appointment or bring it with you to an in-person appointment. *****We do NOT need to have all of your documentation on file before you register for classes.**