



VETERAN AND MILITARY SERVICES

Checklist for Veterans Using Post 9/11 GI Bill® (Chapter 33)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

Required steps for students using the Post 9/11 GI Bill:

***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.**

- Submit the following military documents to Veteran and Military Services (VMS):**
 - a. DD214 Member 4
 - b. VA Certificate of Eligibility (COE) or current statement of benefits
 - i. **If you are using your benefit for the first time and have not yet applied for it, fill out VA Form 22-1990 (Application for VA Education Benefits). You can “*start your application without signing in.*” Submit a copy of your COE to Veteran and Military Services once you receive it.**
- Fill out FCC’s free online application for admission here.**
- Submit official 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**
 - a. Submit official transcripts from any colleges and/or universities where you earned credit. For more information go here
 - b. 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.**