

Veteran's Checklist

- ❑ Step 1: Apply to Mission College - Admissions Application Process
- ❑ Step 2: Apply to the VA - First time & Continuing Students Using Benefits
- ❑ Step 3: Request ALL transcripts
- ❑ Step 4: Choose a Program of Study
- ❑ Step 5: Obtain a VA Student Educational Plan (SEP) and submit ALL required documents to the Admissions & Records Veteran's Specialist
- ❑ Step 6: Enroll in SEP Classes and Verify Enrollment



Step 1 – Apply to Mission College: Admissions Application Process

- New and returning students apply online at <http://missioncollege.org/admissions/apply.html>
- New to college students and students starting Math and/or English must complete Assessment testing. Information and assessment hours are posted at <http://missioncollege.org/admissions/apply.html>
- You may apply for Financial Aid via www.fafsa.ed.gov. For further information visit http://missioncollege.org/student_services/financial_aid/default.html Or contact Mission College Financial Aid at (408) 855-5065
- Veterans are given a priority date to register. It is your responsibility to follow your educational plan and know important college deadlines. Please notify the VA Specialist of any change with your academic status.



Step 2 – Apply to the VA: First time & Continuing Students

- Chapter 30 (Montgomery G. Bill), 33 (Post 9/11), 1606 (MGIB- Selective Reserve) or 1607 (REAP- Reserve Educational Assistance Program)
 - 1) Apply online at <http://gibill.va.gov/apply-for-benefits/application>
 - 2) Apply with the VA - **Form 22-1990** for New students,
VA – **Form 22-1995** for Transfer students.
- Chapter 35 – (DEA) Dependents Education Assistance
 - 1) Apply online at <http://gibill.va.gov/apply-for-benefits/application>
 - 2) Apply with the VA - **Form 22-5490** for New students,
VA – **Form 22-5495** for Transfer students.

Note: Within 4-6 weeks, the VA will send you two copies of your Certificate of Eligibility. You will be bringing one copy to your appointment with the Mission College Admissions & Records Veteran Specialist.



Step 3 – Request ALL Transcripts

- Mail all transcripts to:
Mission College Admissions & Records
ATTN: Veteran Specialist
3000 Mission College Blvd.
Santa Clara, CA 95054
- Before your enrollment can be certified, all prior credit must be evaluated. Transcripts must be official and sealed.

Transcripts required:

- Military transcripts (Army, National Guard, Navy, Marines, Air Force, and Coast Guard)
- All other College or University transcripts
- High School transcripts for certain educational plans.

Military Transcript Request Forms:

- [AARTS \(Army or National Guard\)](#)
- [SMARTS \(Navy or Marines\)](#)
- [CCAF \(Air Force\)](#)
- [Coast Guard](#)



Step 4 – Choose a Program of Study

- For assistance choosing a program of study you can meet with a Counselor.
 - 1) College articulation agreements can be found at www.assist.org, or
 - 2) A list of VA approved programs is available to view at www.gibill.va.gov.



Step 5 – Obtain a VA SEP

- When your transcript evaluation has been completed, you will be notified via email. Once notified, contact the Counseling Department at (408) 855-5030 or the VA Counselors at Kent.Gomez@wvm.edu or Betty.Inoue@wvm.edu to schedule an appointment.
- Bring a copy of your DD214 and be prepared to tell your Counselor your intended "Program of Study".
- Once the VA SEP is complete, schedule an appointment with the Admissions & Records Veterans Specialist to obtain Veteran Certification.

Step 5 (continued)

- On the date of your appointment with the Admissions & Records Veteran Specialist, bring:
 - 1) A copy of your Certificate of Eligibility
 - 2) A copy of your SEP
 - 3) A copy of your DD214

*Please remember all assessment tests must be done and all official transcripts must be turned in for the VA SEP to be completed.

*When registering for classes refer to your copy of the VA SEP, only required classes listed are payable by the VA.



Step 6 – Enroll in SEP Classes & Verify Enrollment

- Students register for classes via MyWebServices on or after their assigned registration date. (View registration dates on MyWebServices)
- At the end of every month, Chapter 30, 1606, and 1607 students must call (877) 823-2378 or go to http://gibill.va.gov/resources/verify_attendance/ to verify their enrollment and receive payment.
- Note: Chapter 33, 33-TR, and 35 do not verify enrollment but dependents may call 1-888-GIBILL-1 for certification status.

To Change Program of Study

- Schedule an appointment with a Counselor to obtain a revised SEP. The Counselor will review prior credit to determine if any are applicable towards the new program of study. You must then submit a copy of the revised SEP to the Admissions & Records Veteran Specialist.



Questions? Contact:

Admissions & Records Veterans Specialists:

- **Analiza Bibat-Dasalla**
Senior Student Services Technician / Veterans
tel: (408) 855-5011
email: analiza.bibat-dasalla@wvm.edu
- **Christine Flores**
Senior Student Services Technician / Veterans
tel: (408) 855-5007
email: christine.flores@wvm.edu
- Call (888) GIBILL1 for questions regarding payment, the Certificate of Eligibility, or benefits.

