![Frederick Community College logo]

VETERAN AND MILITARY SERVICES

Checklist for Students Using Montgomery GI Bill® – Selected Reserve (Chapter 1606)

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 Montgomery GI Bill – Selected Reserve:

*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 documents to Veteran and Military Services (VMS):*
   a. **Notice of Basic Eligibility** (NOBE; DD Form 2384-1) from your unit
   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. ****Note that you must have your NOBE prior to applying for your benefit.*

☐ *Fill out FCC's free online application for admission here.*

☐ *Submit official transcripts and/or score reports 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. For information about how to submit them go here.*
   c. Submit official transcripts from any colleges and/or universities where you earned credit.
   d. Submit SAT, ACT, or AP score reports if they exempt you from taking the placement tests or yield credit (AP)
   e. 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

☐ *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.

☐ *Submit unofficial copies of college/university transcripts to VMS for advising purposes if possible*

☐ *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 will ask for**

your SSN, which is required for VA enrollment certification, at your appointment. *For security purposes, please do not email it to us!* ****We do NOT need to have all of your documentation on file before you register for classes.*