![Frederick Community College logo]

VETERAN AND MILITARY SERVICES

Checklist for Veterans Using Montgomery GI Bill® (Chapter 30)

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.

*Please submit any documents containing personally identifiable information using the <u>Secure Document Submission form</u> or you may bring documents with you to an in-person intake appointment.

☐ ***Submit the following military documents to FCC Veteran and Military Services (VMS):***
   a. DD214 Member 4
   b. Up-to-date VA Certificate of Eligibility (COE) or statement of benefits

☐ ***Fill out FCC's free online application for admission <u>here</u>.***

☐ ***Submit transcripts to FCC's Registrar's Office to be evaluated for credit and <u>determine if you are exempt</u> 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
      1. **Joint Services Transcript (JST) (All branches EXCEPT Air Force):** create an account and request to have your official JST sent to FCC electronically here
      2. **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 <u>exempt</u>.*** 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 <u>here</u>.***

☐ ***Schedule an intake appointment <u>here</u>.*** 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.*