



## VETERAN AND MILITARY SERVICES

### **Checklist for Veterans Using Montgomery GI Bill® - Active Duty (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 – Active Duty](#).**

***\*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 FCC Veteran and Military Services (VMS):**
  - a. DD214 Member 4
  - b. Up-to-date VA Certificate of Eligibility (COE) or statement of education benefits
- ☐ **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
    - 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 [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 complete any required placement testing AND provide copies of unofficial college transcripts to VMS prior to your appointment (or bring copies with you to an in-person appointment). **We do NOT need to have your benefit documentation on file before you register for classes.**