VETERAN AND MILITARY SERVICES

<u>Checklist for Students Using Dependents' Educational Assistance (Chapter 35)</u>

Required steps for students using Dependents' Educational Assistance:

*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 to Veteran and Military Services (VMS)*
  - **a. VA Certificate of Eligibility (COE)**
    - i. **If you are using your benefit for the first time and have not yet applied for it, fill out <u>VA Form 22-5490</u>** (Dependents' Application for VA Education Benefits). ***You should "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 <u>here</u>.*

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

- ☐ *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 <u>here</u>. For resources that will help you prepare to take each test go <u>here</u>.

- ☐ *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 will ask for your SSN and the name and SSN of your veteran sponsor, which are required for VA enrollment certification, at your appointment.** *For security purposes, please do not email this information to us!*
  ***We do NOT need to have all of your documentation on file before you register for classes.