



VETERAN AND MILITARY SERVICES

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

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](#).

1. **Submit the following documents to Veteran and Military Services using the [Secure Document Submission form](#)**
 - 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). 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.**
 - i. **If you have used your benefit to attend another school and have not yet transferred it to FCC, fill out [VA Form 22-1995](#)** (Request for Change of Program or Place of Training). Submit a copy of your updated COE to Veteran and Military Services once you receive it.
2. **Fill out FCC's free online application for admission [here](#).**
3. **Submit transcripts to FCC's Registrar's Office for evaluation**
 - a. Submit official transcripts from any colleges and/or universities where you earned credit. For more information go [here](#)
 - b. Submit official military transcripts for evaluation
 - i. **Joint Services Transcript (JST):** 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](#)
4. **Submit unofficial copies of college/university transcripts for advising purposes if possible using the [Secure Document Submission form](#)**
5. **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](#).**
6. **Schedule an intake appointment [here](#).** Please submit as much of the required documentation as possible prior to your appointment. *****We do NOT need to have all of your documentation on file before you register for classes.**