



VETERAN AND MILITARY SERVICES

Veteran Readiness and Employment (Chapter 31) Checklist for Veterans

Required steps for students using Veteran Readiness and Employment (VR&E) [formerly known as Vocational Rehabilitation and Employment]. Please submit any documents containing personally identifiable information using the [Secure Document Submission form](#).

- 1. Apply for VR&E [here](#). For information about eligibility go [here](#).**
 - a. You should apply for VR&E and meet with your assigned Vocational Rehabilitation Counselor (VRC) prior to your intake appointment with Veteran & Military Services
 - b. **Your VRC must submit approval for your program of study and coursework each semester through the Tungsten Network**

- 2. Submit your DD214 Member 4 to Veteran and Military Services using the [Secure Document Submission form](#)**

- 3. Fill out FCC's free online application for admission [here](#).**

- 4. 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](#)

- 5. Submit unofficial copies of college/university transcripts for advising purposes if possible using the [Secure Document Submission form](#)**

- 6. 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](#).**

- 7. 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.