VETERAN AND MILITARY SERVICES

Checklist for Spouses and Dependents Using Transferred Entitlement [Post 9/11 GI Bill® (Chapter 33)]

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 spouses and dependents using a transferred Post 9/11 GI Bill benefit:

*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 Veteran and Military Services (VMS):***
   a. **Certificate of eligibility (COE)** and **Department of Defense Transfer of Entitlement** document
      i. **If you are using your benefit for the first time and have not yet applied for it, fill out VA Form 22-1990e** (Application to Use Transferred VA Education Benefits). You should ***"start your application without signing in."*** Submit your COE to Veteran and Military Services once you receive it.
      ii. **Submit your Department of Defense Transfer of Entitlement (TOE)** document to expedite your enrollment certification

☐ ***Fill out FCC's free online application for admission here.***

☐ ***Submit official transcripts and/or score reports 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. For information about how to submit them go here.***
   a. Submit official transcripts from any colleges and/or universities where you earned credit
   b. 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 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 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, which is required for VA enrollment certification, at your appointment.** ***For security purposes, please do not email it to us!*** ****We do NOT need to have all of your documentation on file before you register for classes.*