



VETERAN AND MILITARY SERVICES

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

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](#).

1. **Submit the following military documents to Veteran and Military Services using the [Secure Document Submission form](#)**
 - 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). Submit your COE to Veteran and Military Services once you receive it.**
 1. **Submit your Department of Defense Transfer of Entitlement (TOE) document to expedite your enrollment certification**
 - ii. **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](#)
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.**