



VETERAN AND MILITARY SERVICES

Checklist for Spouses and Dependents Using Transferred 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 [transferred Post 9/11 GI Bill®](#):

****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). 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, AP, or CLEP score reports if they exempt you from taking the placement tests or yield credit [AP and CLEP score reports must be official to be awarded transfer credit]
- ☐ **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 complete any required placement testing AND provide copies of unofficial college transcripts to VMS prior to your appointment (or bring copies with you to an in-person appointment). **We do NOT need to have your benefit documentation on file before you register for classes.**