VETERAN AND MILITARY SERVICES

Checklist for Students Using Dependents' Educational Assistance (Chapter 35)

Required steps for students using [Dependents' Educational Assistance](#):

*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 to Veteran and Military Services (VMS)*
   a. **VA Certificate of Eligibility (COE)**
      i. **If you are using your benefit for the first time and have not yet applied for it, fill out [VA Form 22-5490](#)** (Dependents' Application for VA Education Benefits). Submit a copy of your COE to Veteran and Military Services once you receive it.

☐ *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](#).*
   b. Submit official transcripts from any colleges and/or universities where you earned credit
   c. 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 military documentation on file before you register for classes.*