



## VETERAN AND MILITARY SERVICES

### Guest Student Checklist

*Required steps for Guest Students using a VA benefit at FCC AND their primary school. Please submit any documents containing personally identifiable information using the [Secure Document Submission form](#).*

1. *Fill out FCC's free online application for admission [here](#).*
2. *Submit the following documents to Veteran and Military Services using the [Secure Document Submission form](#)*
  - a. **DD214 Member 4**
  - b. **Up-to-date VA Certificate of Eligibility (COE) or current statement of benefits** OR, if using Veteran Readiness and Employment, your Vocational Rehabilitation Counselor must submit approval for your coursework through the Tungsten Network
  - c. **[FCC Guest Student Form](#)**
  - d. **Official Parent Letter** from the VA School Certifying Official at your primary institution stating that the course(s) listed on the Guest Student Form are approved and will transfer at full value back to the primary institution
3. *Schedule an intake appointment [here](#). Please submit as much of the required documentation as possible prior to your appointment.*