

Who should use this checklist: Only Veterans who will list CRC as their “parent” or “primary” school should follow the checklist to ensure proper processing of their application. **NOTE:** If you are concurrently attending CRC and another institution and the other school is your “parent” or “primary” school, do not follow the checklist; contact the certifying official at the **primary** school for procedures. Failure to follow the steps below can delay your benefits.

- If you **have never applied before**, file the application for Education Benefits, VA Form **22-1990**. If you **are transferring your GI Bill from another college** to CRC, use VA Form **22-1995**. These can be completed online at www.gibill.va.gov or obtained in the Veterans Services Office. Make sure that you print a copy of your application to provide to the CRC Veterans Services Office. **NOTE:** If you already have a *Certificate of Eligibility* from the VA, present the certificate and copy of the 22-1995 (for prior benefit recipients) to the CRC certifying official.
- Certificate of Eligibility
Submit applicable documentation to the CRC certifying official: *DD-214* member 4 copy (**all chapters**), *Certificate of Eligibility* (**Chapters 30 and 33**), Notice of Basic Eligibility-NOBE (**Chapter 1606**), or *DD214* (**Chapter 1607**). **Chapter 31** students should request *VA Form 28-1905* from the Department of Vocational Rehabilitation (this authorizes payment of benefits for a specific semester).
- CRC VA Forms
If you are a new student and CRC is your parent school, meet with the college certifying official and complete the *VA Intake* and *Statement of Student Understanding forms*. Continuing students submit the *Enrollment Status Form* at the end of EVERY semester!
- Assessments
If you are a new student at CRC and have not taken English or math classes here or at another college, you must take the CRC English and math assessment tests prior to meeting with a counselor for the VA Educational Program Planner.
- Transcripts
Official transcripts from ALL previous colleges attended must be on file with CRC Admissions and Records or the VA certifying official. Transcripts include SMARTS, AARTS and CCAF.
- VA Educational Program Planner
Well before you register for your **second** semester, make a one-hour appointment with a CRC veteran’s counselor to complete a *VA Educational Program Planner*. The CRC Veterans Services Office will only certify your enrolled courses to the VA if those are listed on the VA Educational Program Planner. **Assessment scores and official transcripts must be on file prior to making the counseling appointment.**
- Monthly self-verification of enrollment status
Only students receiving **Chapter 30, 1606, 1607, and VRAP** benefits self-verify their enrollment on the last day of every month which will initiate the payment process—go to WAVE (www.gibill.va.gov/wave) or call 1-877-823-2378. **This monthly verification is not required for Chapter 33.**
- Apply for financial aid; you may be eligible for additional money.