

By completing the items on this checklist you will ensure proper processing of your VA benefits application. This will enable you to take full advantage of your education benefits. Failure to submit the items below will result in your benefits being delayed. Please refer to the *Statement of Student Understanding* for further information.

- Application for Education Benefits (VA form 22-5490) or VA Form 22-5495 for dependents who have previously used their benefits. The application may be completed online at [www.gibill.va.gov](http://www.gibill.va.gov) or the paper version is available in the CRC Veterans Services Office.
- Verification of Eligibility  
Submit either a Marriage License or Birth Certificate, whichever is applicable.
- CRC VA forms  
Submit completed *VA Intake Form* and *Statement of Student Understanding Form* at the beginning of the application process. Submit *Enrollment Status Form* at the end of EVERY semester or after you enroll in the next semester's classes! Don't miss priority registration.
- Assessments  
If you are a new student to college or have not taken English or math classes, you must take the college's English and math assessment tests prior to meeting with a CRC counselor for the VA Educational Program Planner. The *assessment schedule* is available online.
- Transcripts  
Official transcripts from ALL previous colleges attended must be on file with CRC Admissions and Records and the VA certifying official prior to meeting with a counselor for the VA Educational Program Planner.
- An Educational Plan  
Make a one-hour appointment with a CRC veteran's counselor to complete a VA Educational Program Planner before you register for your second semester. This must be done prior to having your classes certified with the VA on the *Enrollment Status Form*. **Assessment scores and official transcripts must be on file prior to making the appointment.**

PLEASE NOTE:

- Remember that your benefit payments are based on attendance in classes—dropping a class may affect your benefit amount.
- As soon as you've registered for classes each semester, you must submit a new Enrollment Status Form. Only enrolled (not wait-listed) courses listed on your VA educational plan may be certified for VA benefits.
- Each time you change your educational objective you must complete a new VA Educational Plan.
- Apply for Financial Aid ([www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)). You may be eligible for additional funding. In addition, you may be eligible for the California Dependents Fee Waiver program—apply through the county VA office. If approved, submit the approval letter to the Financial Aid Office.
- Please keep your personal contact information updated with the CRC Admissions and Records Office to ensure you receive all pertinent information regarding your benefits. Set up your iMail account—this is the preferred means of email communication on campus and in the district.