CENTRAL PIEDMONT COMMUNITY COLLEGE

Welcome to CPCC!!!
Starting Chapter 30, 1606, or 1607 Benefits Checklist

Applying For Benefits…….

☐	Apply for your benefits online at www.gibill.va.gov **----**Click on Apply for Benefits----Click on Launch VONAPP and Apply for Benefits----Log in. Complete a form 22-1990 (application), click submit to transmit, then print out a copy with confirmation number, mail all member 4 DD 214s and any Kicker or College Fund paperwork to the *VA Regional Processing Office, PO Box 100022 Decatur, Georgia 30031*. If you are a applying for chapter 1606, you should also mail a NOBE (notice of basic eligibility) which you will obtain from your unit. After the VA processes your application, you will receive a Certificate of Eligibility in the mail.
☐	Read the General Information and Statement of Understanding forms enclosed. Sign and date the enclosed Memorandum of Understanding form once you have read all forms in the packet.
☐	Complete the VA Demographic Form in ink and **PRINT CLEARLY**. The VA Packet will not be accepted without this form being completed and returned with other documents.
☐	Complete, sign and return the enclosed Veterans' Affairs Office Transcript Certification form.

ADMISSION REQUIREMENTS…….

☐	Complete a CPCC Admissions form either online or in person at any campus location. The Admissions process will determine your residency status for either in-state or out-of-state tuition charges.
☐	Request an official copy of your High School Transcript for the Student Records Department at CPCC unless you have an Associates or Bachelor's degree from an accredited college/university.
☐	Submit official transcripts from all previous colleges, member 4 DD214, and military transcripts to our Student Records Department with a request for evaluation. The request for evaluation is submitted through your MyCollege. **All transcripts must be evaluated prior to submitting your VA packet.**
☐	Take Placement Tests to confirm need for remedial courses, if applicable. You may not be required to take these. However, remedial Math or English courses are not eligible for certification unless placement tests taken within the last two years are on file at our Testing Center.
☐	See the Counseling Department to be admitted into a VA Catalog Approved Program or have your program updated to a current catalog year. We can only certify courses that are required under one program of study.

Next Step: **After you have completed all of the steps listed above, submit your Certificate of Eligibility, Demographic form, Memorandum of Understanding, Veterans' Affairs Office Transcript Certification from, and a member 4 DD 214 to the Financial Aid/Veterans' Affairs Department.** You will then receive a file complete email at your CPCC email address. **Incomplete packets will be mailed back to the student.** Once you have received your file complete email, have officially registered for classes, and have a form of payment in place, email your certifying official, from your CPCC email with your **Student ID number and current phone number.** They will then call you to schedule your appointment for certification. Before sending the email, run a "Program Evaluation" through the MyCollege online services (www.cpcc.edu) to insure that all courses are required for your Program of Study.

If you are registered for Virtual online/telecourses, read the enclosed Veterans' Affairs Virtual Course Guidelines/Eligibility Criteria to determine if you are eligible to be certified. Even if you meet the eligibility criteria for Virtual Course Certification, remedial courses can't be certified if taken as a virtual course for any VA students (example: MAT 070, ENG 095, etc.).

Please note: **Your VA file must be complete, including all College/Military Transcripts being received and evaluated by the Student Records Dept. before you can be certified for your VA Educational Benefits.**
We don't accept faxed packets. Please meet with a FA/VA Specialist to submit the packet.

CONTACT INFORMATION:

VETERANS AFFAIRS OFFICE
CENTRAL CAMPUS, CENTRAL HIGH BUILDING, ROOM 206
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PRINT

We also encourage all VA students to apply for Financial Aid at www.fafsa.ed.gov.