CENTRAL PIEDMONT COMMUNITY COLLEGE

Dear Chapter 35 (Dependent/Spouse) VA Student:

Welcome to CPCC! If you are planning to attend our college and are using your Veterans Affairs educational benefits there several steps that you should take to be eligible. You must apply for your VA Benefits if you haven't done so online at www.gibill.va.gov, click on Apply Online, then Education. This will take you to the online application (VONAPP). You must also complete the College Admission Steps listed below to be eligible to receive your VA Educational Benefits.

STARTING YOUR VA BENEFITS & SUBMITTING REQUIRED FORMS . . . . .

☐	Apply for your benefits online at www.gibill.va.gov --- complete the application, click submit to transmit, and then print it out to submit for your VA File. You may be required to mail a birth certificate or marriage license to the DVA at: *VA Regional Processing Office, PO Box 100022 Decatur, Georgia 30031*. Provide a copy of your signed online application (all pages of the printed application) to CPCC's VA Office for your file. *Note: Once the DVA has processed your application for VA Educational Benefits, you will receive a Certificate of Eligibility. Please forward the school's copy once you receive it. We must have your "official VA File Number" along with your "Payee Number" to transmit an Enrollment Certification to the VA Regional Processing Office.*
☐	Read the General Information and Statement of Understanding forms enclosed. Sign/complete/submit the CPCC Veterans Memorandum of Understanding form once you have read all forms in the packet and completed this checklist.
☐	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 Transcript Certification and Request for Evaluation forms.

ADMISSION REQUIREMENTS……please don't submit the documents above until the steps below are completed

☐	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. If so, that degree must be on file.
☐	Submit official transcripts from all previous colleges, member 4 DD214, and military transcripts, when applicable, 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 Test 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 form, and a Member 4 DD214, if applicable, to the Financial Aid/Veterans' Affairs Department. You will then receive an 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 VA 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 Transcripts being received and evaluated by the Student Records Department, before you can be certified for your VA Educational Benefits. We must also have the schools' copy of your Certificate of Eligibility. We do not accept faxed packets. Please meet with a FA/VA Specialist to submit your VA 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..