CENTRAL PIEDMONT COMMUNITY COLLEGE

Dear VRAP Student:

Thank you for choosing CPCC to pursue your educational goals using VRAP benefits! Below is information regarding applying for VRAP and completing CPCC's Admission Steps:.

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, print out a copy with confirmation number, and mail all member 4 DD 214s to the *VA Regional Processing Office, PO Box 100022 Decatur, Georgia 30031*. After the VA processes your application, you will receive a Certificate of Eligibility in the mail that is required for your file.
☐	Read the VRAP Policies, Procedures and Reference Guide enclosed.
☐	Sign and date and submit 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.
☐	Read, Complete, sign, and return the enclosed Veterans' Affairs Office Transcript Certification Form. You must list and submit all previously attended official college transcripts to Student Records.

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. Submit a request for evaluation via 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 test scores were taken within the last two years are on file indicating the courses are necessary.
☐	See the Counseling Department or VRC Counselor to be admitted into a program that leads to a **high demand occupation** (see list at www.gibill.va.gov). We can only certify courses that are required under a high demand occupation program.

DO NOT FAX FORMS - we don't accept faxed documents at this time.

Next Step: **After you have completed all of the Admission steps listed above, submit your Certificate of Eligibility, Memorandum of Understanding, VA Office Transcript Certification/Demographic form, and a member 4 DD 214 to the Financial Aid/Veterans' Affairs Department.** You will receive an email indicating your file is complete in your CPCC email. **Incomplete packets will be mailed back to the student.** Once you have received an email indicating your file is complete, have officially registered for classes, and have a form of payment in place, make an appointment to be certified by emailing your Certifying Official. Last names beginning A through I are assigned to Sandee Patton. Last names beginning J through Z are assigned to Seamus Willis. Before making an appointment, run a "Program Evaluation" through 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.).

CONTACT INFORMATION:

VETERANS AFFAIRS OFFICE
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We also encourage all VA students to apply for Financial Aid at www.fafsa.ed.gov and Scholarships at http://www.cpcc.edu/financial_aid/assistance/scholarships.

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