
VETERANS AFFAIRS EDUCATION BENEFITS CHECKLIST

Chapter 30 and Chapter 1606 Benefits Checklist

Thank you for choosing Central Piedmont. The Veterans Affairs Education Benefits Office look forward to creating a partnership with you to create a streamlined transition into college life.

Admission and Residency Requirements

- Check or establish residency. The amount of your tuition will be based on whether your residency is marked in-state or out-of-state. If you already have a Central Piedmont login, you can check your residency status in MyCollege by clicking on Tuition Residency Status. If you have never applied to Central Piedmont, please complete the residency determination at www.NCresidency.org/.
- Apply for admission. If you have never applied to Central Piedmont, please complete the residency determination and then the application. If you have previously applied for admission you do not need to apply again.
- Request an official copy of your high school transcript for the Student Records Department at Central Piedmont unless you have an Associate or Bachelor's degree from an accredited college/university.
- Submit official transcripts from all previous colleges, member 4 DD214, and military transcripts to Central Piedmont's Student Records. **All transcripts need to be evaluated prior to submitting your VA packet.** Submitting a copy of your member 4 DD214 is also required to receive VA Priority Registration.
- Get placement test scores. Placement tests are required unless you meet the waiver requirements. If the tests cannot be waived, study thoroughly and schedule the tests.
- Meet with an Academic Advisor/Counselor: The Center for Military Families and Veterans has VA Advisors/Counselors available to assist you with getting admitted into a program and registering for classes. Students must be officially admitted into a VA approved program of study to be eligible for certification.

Applying For Benefits, Submitting a VA Student Packet, and attend the VA Annual Certification Workshop

- Apply for VA education benefits online at www.vets.gov. Complete a form 22-1990 (application), click submit to transmit, then print out a copy with a confirmation number, mail all member 4 DD214s and any Kicker or College Fund paperwork to the *VA Regional Processing Office, PO Box 4616, Buffalo NY 14240*. If you are 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.
- Submit completed documents to Central Piedmont's VA Education Benefits Office (VAEBO):

- Certificate of Eligibility
- VA Student Packet Memorandum of Understanding
- Complete, sign and return the enclosed Transcript Certification Form (Form must list all transcripts).
- Complete, sign and return the VA Demographic Form.
- Read, Complete and Sign the Veterans Affairs Virtual Course Guidelines/Eligibility Criteria.
- Attend Annual VA Certification Workshop

Next Step: After you have completed all of the steps listed above, submit your Certificate of Eligibility, Demographic Form, Memorandum of Understanding, Transcript Certification form, Veterans Affairs Virtual Course Guidelines/Eligibility Criteria, Request for Certification Form, and a copy of your current class schedule to the Veterans Affairs Education Benefits Office.

Incomplete packets will be returned to the student. We do not accept packets by fax or email.

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 Education Benefits.