

VETERANS AFFAIRS EDUCATION BENEFITS CHECKLIST

Welcome! Thank you for choosing Central Piedmont Community College. We look forward to creating a partnership between you and the Veterans Affairs Education Benefits Department.

Chapter 31 VA/VR Benefits Checklist

ADMISSION REQUIREMENTS: Complete these steps by the end of your first semester at Central Piedmont unless your VA/VR Case Manager waives any steps and sends the waiver via email to our office.

- 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 Central Piedmont's Student Records Department 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 Central Piedmont's Student Records Department.
- Take placement tests to confirm the need for remedial courses, if applicable.
- 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.

Applying For Benefits

- Apply for your benefits online at www.vets.gov. Complete a form 28-1900 (application for VA Vocational Rehabilitation benefits).
- Meet with a VA/VR Case Manager. Once you have completed the necessary steps and paperwork for the Chapter 31 Program, your VA/VR Case Manager will send your Authorization to attend Central Piedmont to our office via email.
- We must have a current Authorization (VA Form 28-1905) on file for you each semester.

- Read the VA Education Benefits Office Guidelines for Chapter 31. Sign and date the enclosed Memorandum of Understanding form once you have read all forms in the packet.
- Complete, sign and return the VA Demographic Form.
- Complete, sign and return the enclosed Transcript Certification Form (form must list all transcripts).
- Read, Complete and Sign the Veterans Affairs Virtual Course Guidelines/Eligibility Criteria.
- Attend Annual VA Certification Workshop.

Next Step: After you have met with your VA/VR Case Manager and have been authorized to attend Central Piedmont and have completed all of the steps listed above, submit your 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.

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