

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 35 (Dependent/Spouse) Benefits Checklist

ADMISSION 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 college 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 Office unless you have an associates or bachelor's degree from an accredited college/university.
- Submit official transcripts from all previous colleges. If you have served in the military, you will need to submit your member 4 DD 214 and a copy of your military transcript to Central Piedmont's Student Records Office. **All transcripts must be evaluated prior to submitting your VA packet.**
- Take placement tests to confirm need for remedial courses, if applicable.
- Visit 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 ----Click on Apply for Education Benefits---- Click on Find Your Education Benefits Form and Applying for a New Benefit----Answer questions and Apply Now. Complete a form 22-5490 (application), click submit to transmit, then print out a copy with confirmation number for your records. After the VA processes your application, you will receive a Certificate of Eligibility in the mail.

- Submit a copy of your Certificate of Eligibility and write your full official VA file number at the top of the document. We must have your VA file number and Payee number to complete your file.
- Read the VA Education Benefits Office Guidelines for Chapter 35. 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 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.

Incomplete packets will be returned.

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 do not accept faxed or mailed packets.