

VETERAN 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 (VA) Education Benefits Department.

Chapter 35 (Transferring or Returning Dependent/Spouse) Benefits Checklist

ADMISSION REQUIREMENTS – if you were a prior Central Piedmont student, some of these steps may not be necessary

- 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 student 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 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 Student Records. **All transcripts must be evaluated prior to submitting your VA packet.**
- Take placement tests to confirm 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.

Transferring or Updating Benefits

- Complete the VA Form 22-5495 at www.vets.gov ---- Click on Apply for Education Benefits---- Click on Manage Benefits and select Change your GI Bill school or program. Sign in, click submit to transmit, then print out a copy with a confirmation number to sign, date and submit to the VA Education Benefits Office.
- We will also need a copy of your original Certificate of Eligibility with your full official VA file number and payee number. If you don't know your VA file number and payee number, call 1.888.442.4551.

- 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 Veteran Affairs Virtual Course Guidelines/Eligibility Criteria.
- Attend Annual VA Certification Workshop.

Next Step:

After you have completed all of the steps listed above, submit the 22-5495 VA Form, copy of your COE with official file number and payee number, your Demographic Form, Memorandum of Understanding, Transcript Certification form, Veteran 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. We do not accept packets by fax or email.

Please note: Your VA file must be complete, including all college transcripts being received and evaluated by Student Records before you can be certified for your VA educational benefits.