Checklist for Veterans and Eligible Dependents of Veterans

☐ Complete a Veterans Affairs Application for Education Benefits. The application is online at www.gibill.va.gov, click on “Apply for Benefits”. After you complete the application, print a copy of the application for your records.

☐ Complete an application for admission to Diablo Valley College. The application can be found at www.dvc.edu.

☐ Assessment Tests. Complete assessment tests if you are planning to enroll in English, Math, Chemistry or ESL classes. Information regarding testing schedules, policies and procedures can be found at the Assessment Center (www.dvc.edu/org/departments/assessment-center/).

Before paying education benefits for remedial courses, VA requires testing and placement.

The Assessment Center will accept assessment scores from California Community Colleges if the test was completed within the past two years. Contact the Assessment Center for more information.

☐ Provide Diablo Valley College with Official Transcripts. VA requires all transcripts, this includes any colleges you attended before, during, or after your military service. Arrange to have your official transcript(s) sent to:

Diablo Valley College
Admissions and Records
321 Golf Club Road
Pleasant Hill, CA 94523

☐ Meet with a Veterans’ Counselor to develop your personal Education Plan. Call (925) 969-2140 to schedule your appointment. The education plan is an evaluation of your prior college credit and will also list each class you will need to reach your education goal. Before you can make an appointment, you must complete all of the previous steps listed above.

☐ Complete the following forms and submit them to the Veterans Services Office. The forms can be found at http://www.dvc.edu/org/departments/veterans/forms.htm

1. Student Worksheet for VA Education Benefits
2. Student Statement of Responsibility

☐ Submit copies of the following documents to the Veterans Services Office:

1. DD214 (Member-4 Copy) - Veterans only.
2. NOBE - Select Reservists only. A copy of your Notice of Basic Eligibility must be submitted; NOBE is obtained through your command.
3. Copy of the Kicker, if applicable (part of the enlistment contract; it is often referred to by its Madison Avenue name “Army College Fund,” “Navy Sea College Fund.”
4. Certificate of Eligibility, a letter sent to the veteran confirming his/her or dependents eligibility for education benefits.

☐ Register online (InSite/WebAdvisor) for courses based on your Education Plan. Although you may register for any courses for which you meet minimum requirements, only the courses on your Education Plan will be certified to VA.

☐ Complete the following form and submit it to the Veterans Services Office.

1. Request for VA Certification (http://www.dvc.edu/org/departments/veterans/forms.htm)
   a. List the classes you want DVC to certify with the Department of Veterans Affairs.

Note: Prepare early! Counseling appointments are limited and could delay certification of enrollment. If you have any questions or would like more information regarding your education Benefits, call the Department of Veterans Affairs at 1-888-442-4551 or go to www.gibill.va.gov.