

Checklist Diablo Valley College Veterans and Eligible Dependents of Veterans

- Complete an application for admission to Diablo Valley College.** The application can be obtained from the Admissions and records office or online at www.dvc.edu
- Complete a VA Application for Education Benefits.** (This application is now done online at www.va.gov under the "Apply Online" tab, then click on "Education". After you are done, print the signature page and a copy of your application and bring it to DVC VA office.
- Complete Student Worksheet for VA Education Benefits:** Can be found on DVC website under Student Services/ support Programs/Veterans affairs
- Read and Sign Statement of Responsibility.** You should also request a copy for your records and for reference.
- Bring a copy of your DD-214 Member 4 Copy to the Veterans Office.** (Veterans only) For **Select Reservists**, a copy of your Notice of Basic Eligibility (**NOBE**) must be submitted. The NOBE is obtained through your command.
- Bring a copy of your KICKER** (part of the enlistment contract. It is often referred to by its Madison Avenue name; Army college Fund, Navy Sea College Fund)
- Provide Diablo Valley College with Official Transcripts.** This includes any colleges you attended before, during, or after your military service.
- Take the Assessment tests.** Testing schedules are available at the assessment office. If they were completed at another college, you may contact that college and request the scores be sent to Butte College.
- Meet with a Veterans' counselor for a course letter.** This course letter is an evaluation of your prior college credit and will also list each class you need to take in order to reach your educational goal. Before the counselor can make an appointment, you must:
 - * Have completed all the previous steps listed above
 - * Have all required documents are on file at the Veterans Office
- Register for courses.** This step may fall anywhere in this process. Although you may register for any courses, only those courses on your Course letter will be certified to the VA.
- Complete a Request for VA Certification.** List the classes you will be taking during the semester. You will need to complete a request for Certification every semester; benefits do not automatically roll over to the next semester. You are responsible to notify the Veterans Office within 30 days of any changes to your enrollment.

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 VA department at 888-442-4551 or go to gibill.va.gov