

## Checklist for Veterans and Eligible Dependents of Veterans

**Note:** Prepare early! Questions or more information regarding education benefits, call the Department of Veterans Affairs at 1-888-442-4551 or go to [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

- Complete a Veterans Affairs Application for Education Benefits** at [www.ebenefits.va.gov/ebenefits/vonapp](http://www.ebenefits.va.gov/ebenefits/vonapp), click on “Apply for Benefits”. After completing the application, print a copy for your records. When you receive a “Certificate of Eligibility,” give a copy to the DVC Veterans Services office.
- Complete an application for admission to DVC** at: <http://www.dvc.edu/future/steps/index.html>.
- Complete Online Orientation and Online Student Planning via Insite Portal.**
- Assessment Testing.** Complete assessment tests for English, and math. Assessment tests are available for Chemistry and ESL. Testing schedules, policies and procedures can be found at <http://www.dvc.edu/enrollment/assessment/index.html>. Testing is offered at *Pleasant Hill* (925) 969-2132 and *San Ramon* (925) 866-1822 ext. 56215.
  - Before paying education benefits for remedial courses, VA requires testing and placement into remedial classes.
  - Assessment scores from **California Community Colleges** are accepted if tests were completed within the past **two years**.
- Provide Diablo Valley College with Official Transcripts.** VA requires **all transcripts** (this includes your JST/CCAF and any colleges you attended before, during, or after your military service) to be kept on file. 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.** **BEFORE YOU CAN MAKE AN APPOINTMENT, YOU MUST COMPLETE ALL OF THE PREVIOUS STEPS LISTED ABOVE.** Call (925) 969-2140, identify yourself as a Veteran who needs to meet with a Veteran’s Counselor. The mandatory education plan will map your education goals and is an evaluation of prior college credit (if applicable).
- Disability Support Services (DSS)** (<http://www.dvc.edu/student-services/dss/index.html>) is a program designed to ensure that students with disabilities have equal access to all educational offerings at DVC. Please contact DSS at (925) 969-2182 if you have any questions.
- Complete the following forms and submit them to the Veterans Services Office.**
  1. Student Worksheet for VA Education Benefits
  2. Student Statement of Responsibility

The forms can be found at <http://www.dvc.edu/enrollment/veterans/forms.html>.
- 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; “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/enrollment/veterans/forms.html>).
- California residents may be eligible for the Board of Governors (BOG) Fee Waiver which permits enrollment fees to be waived. **Complete the Board of Governors (BOG) Fee Waiver Application** at [www.cccapply.org/bog\\_Waiver/](http://www.cccapply.org/bog_Waiver/).
- Federal assistance may be obtained by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).