

VA/GI BILL STUDENT REGISTRATION CHECKLIST CHAPTER 31, 33 & 35

- Complete the Application for Education Benefits with the [VA](#) at www.ebenefits.va.gov (steps below).
- If you have utilized your educational benefits before, please complete a request for change of place or training form (VA Form 1995).
 - You will receive your certificate of eligibility in the mail and an update on the VA's eBenefit webpage after it processes.
 - If you have just moved to Colorado, you can receive resident tuition by providing your DD214 (member-4-copy, or the appropriate form per active duty orders) to Records and Enrollment Services.
- Fill out the [Free Application For Federal Student Aid](#) (www.fafsa.gov) to see if you qualify for grants, loans, or work study funds. You can use both GI Bill and Financial Aid at the same time!
 - ACC's school code is **001346** and the **priority deadline is March 1** each year; you are still able to apply after the priority deadline.
- Deliver your Certificate of Eligibility to the Veteran's Benefits Office, located at the Littleton campus, first floor, Room M1605, or via e-mail at vets@arapahoe.edu
 - If you are using Vocational Rehab and Employment (Ch31) your counselor will send the office a VA Form 28-1905 showing your entitlement dates.
- Submit prior Official college and Joint Service/CCAF transcripts to the Records and Enrollment Services department
- Register for classes with an Academic Advisor for assistance.
 - Keep in mind that the VA/GI Bill will not pay for any courses which do not directly apply to your chosen degree and/or certificate. They also do not pay for remedial on-line classes.
- After registration, complete a **Request for Certification** (EVERY SEMESTER) found on the [ACC Veterans Webpage](#) (www.arapahoe.edu/vets) (Steps Below).
 - RFCs must be submitted to the ACC Veteran Benefit Office every semester to process and receive benefits.
- Purchase your Textbooks either online or at the ACC Campus Bookstore.
 - Bring a copy of your class schedule if purchasing at the Bookstore. Bring a copy of your class schedule if purchasing at the Bookstore. The VA pays you directly, if you receive a book stipend. The school does not receive the book money.

How to apply/obtain your COE and submit the RFC

- Certificate of Eligibility (COE) eBenefits
 - Log in to [eBenefits](#) (or go to the website and create a level II account).
 - On the Welcome page, select Manage Your Benefits.
 - In the Education section, there will be a link for the benefit you are eligible to receive.
 - Select the Enrollment Status link (Post 9/11 GI Bill, Montgomery GI Bill, ect.)
 - Print the page entitled "Education Enrollment Status".
- Request for Certification (RFC) From Arapahoe.edu:
 - Under **Admissions**, select **Military/Veterans**
 - Select the **Request for Certification** link
 - Fill out, read completely and submit.

