

VA/GI BILL STUDENT REGISTRATION CHECKLIST CHAPTER 30

- 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
- 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.
- You must verify your attendance each month in order to continue to receive payments. You submit your verification at the end of the month to cover the month you just attended. You can submit your verification on-line or by phone. To verify on-line, go to the [GI Bill webpage](#) (www.gibill.va.gov) and select on Information for Benefit Recipients then click on the link for WAVE (Web Automated Verification of Enrollment). To verify by phone, call **1-877-823-2378**. Follow the instructions. When the system tells you that you're certified, your verification is complete.

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.

