

Grand Rapids Community College - New Student Veteran Checklist:

1. Apply for admission to GRCC
 - www.grcc.edu (or go to Enrollment Center for Assistance, 616/234-3300)
2. Once you have been admitted to GRCC you will be required to attend orientation. Go to:
 - www.grcc.edu
 - Type Orientation in the search box
 - Click on Register for New Student Orientation
 - Click on the semester you plan on starting classes
 - A list of scheduled orientations will appear
 - Click on the orientation you wish to attend,
 - Complete the form & submit
3. Meet with an advisor.
 - Call (616) 234-3900 to make an appointment. Fred Zomer is our Veterans Advisor. If he is busy you can meet with any other advisor.
4. Apply for financial aid. Complete FAFSA form – www.fafsa.gov. Financial Aid Dept. can assist with this if needed. They are located in the Enrollment Center, 1st floor Main Bldg.
5. Arrange to have official transcripts sent to GRCC for all colleges/universities/training that you have attended even if you don't think any credit will transfer. This is a VA requirement.
6. Arrange to have Official Military Transcripts sent to - Grand Rapids Community College **Army, Navy, Marines, Coast Guard, National Guard, Reserve** - <https://jst.doded.mil>.
 - Click on Register at the top
 - Create an account/log in
 - Click on transcripts up at the top
 - Click on #5 – Request official transcripts
 - In the box only type Grand Rapids then click on search. Grand Rapids Community College will appear below. Click on it
 - Verify the information and check the box.

If you receive a message “Unable to locate your personnel record” verify that you entered all information correctly. If still unable to locate you can click on email jst@doded.mil at the top to let them know the system was unable to locate your personnel record. They will research and provide you with further instructions. Make sure you provide your first & last name, and last 4 of your ss#,

Air Force - <http://www.airuniversity.af.mil/Barnes/CCAF/Transcripts.aspx>
7. Apply to VA for education benefits:
 - www.vets.gov Use **Internet Explorer** (not Mozilla, Chrome etc)
 - click on Education Benefits
 - click on Application Process

Cont. next page

a. Service members or Dependents - New applications & Veteran Change Program/Place of Training (not if applying for Call to Duty or Dependent Change Program/Place of Training –see section e below)

- Form 22-1990, 22-1990E, or 22-5490
 - click on Apply for Benefits
 - click on Get Started
 - complete the form
 - submit
 - **print the Confirmation page (this is important we will need this)**
- Form 22-1995
 - click on Manage Benefits
 - click on Continue
 - complete the form
 - submit
 - **print the Confirmation page (this is important we will need this)**

b. Call to Duty or Dependent Change Program/Place of Training

- click on Apply through eBenefits
- click on New User or I have used VONAPP before.
- if used VONAPP before – log in
- if new user you'll need to create a **VONAPP**
- when it asks if you have a DoD self- service logon click on No
- create a VONAPP Account.
- create a log-in. Make sure you keep a record of this for possible future use (i.e. to change place of training)
- after logging in successfully the next page will have a blank box with a drop down arrow. Click on the arrow and choose:
 1. Dependent Change Program/Place of Training (22-5495) to change schools or degree plans
 2. National Call to Duty (22-1990N)
- When done click on submit, (Do Not click on print paper form) and then click on continue until it takes you back to the main page showing a box with Completed Form. To the far right are 2 icons. Click on the left icon and the confirmation page should appear. **Print the confirmation page.** Write your name, student ID#, last 4 of your ss#, and the benefit you applied for.

8. Once registered in classes bring the following to the VA Coordinator:

- a. Copy Certificate of Eligibility letter received from the VA **or**
- b. Confirmation Page from your application for benefits.
- c. We will review the Veterans Responsibility form and the Record of Previous Education at that time.