Grand Rapids Community College - New Veteran Student Checklist:

1. Apply for admission to GRCC  
   a. www.grcc.edu (or go to Enrollment Center for Assistance, 616/234-3300)

2. Once you have been admitted to GRCC and received a student ID # you can make an appointment with a GRCC Advisor to discuss your interests and which classes to start with. Ph: 234-3900. Ask for Fred Zomer

3. Apply for financial aid.  
   a. Complete FAFSA form (Financial Aid office can assist if needed - Ph: 234-4030)

4. Arrange to have Official Transcripts from all prior colleges/universities sent to GRCC.

5. Arrange to have Official Military Transcripts sent to - Grand Rapids Community College  
   i. Army, Navy, Marines, Coast Guard, National Guard, Reserve - https://jst.doded.mil.  
      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 email jst@doded.mil let them know your first name, last name and last 4 numbers of your social security number. Let them know the system was unable to locate your personnel record. They will research and provide you with further instructions.  
   ii. Air Force – free – write to: CCAF/DESS, 100 S. Turner Blvd, Maxwell Gunter AFB AL 36114-3011. Include full name, ss#, address (use GRCC address)  
      Minimum cost – https://www.credentialsonline.com

6. Apply to VA for education benefits:  
   a. www.gibill.va.gov – Use Internet Explorer (not Mozilla, Chrome etc)  
   b. Click on the box - Apply for Benefits, then click on Apply for Benefits again  
   c. Click on - Apply online today…  
   d. Click on New User and follow the prompts (click on continue), or I have used VONAPP before.  
   e. If new user you’ll need to create a VONAPP (not a DoD) logon ID & Password. Make sure you keep a record of this for possible future use (i.e. to change place of training)  
   f. After logging successfully the next page will have a blank box with a drop down arrow. Click on the arrow and choose:  
      i. Educational Benefits (22-1990) if you are a veteran  
      ii. Educational Benefits… Family Member to use Transferred Benefits (22-1990E)  
      iii. Dependent Education Benefits (22-5490) if you are the dependent of a vet  
      iv. Change Program/Place of Training (22-1995) to change schools or degree plans  
      v. Dependent Change Program/Place of Training (22-5495) to change schools or degree plans  
   g. When done click on submit, then print a copy.

Bring the following to the VA Coordinator:  
   a. Copy Certificate of Eligibility from VA or completed VA form (from 5f).  
   b. Signed Veterans Responsibility form  
   c. Signed Record of Previous Education & Training

Returning Veteran Students: submit Veterans Continued Enrollment form every semester after you enroll in classes.

go to www.grcc.edu/veterans, look under Resources for the link, complete the form & submit. It will come into our office as an email.