New Veteran Student Checklist:

1. Apply for admission to GRCC
   a. [www.grcc.edu](http://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 Military Transcripts sent to - Grand Rapids Community College
   i. Army, Navy, Marines, Coast Guard, National Guard, Reserve - [https://jst.doded.mil](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@dod.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.credentials-inc.com](https://www.credentials-inc.com)

5. Apply to VA for education benefits:
   a. [www.gibill.va.gov](http://www.gibill.va.gov) – Use Internet Explorer (not Mozilla, Chrome etc)
   b. Click on the box - Apply for Benefits
   c. Launch VONAPP and Apply for Benefits (under the Blue E and Red VA)
   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
      vi. VRAP – (22-1990R)
   g. When done click on submit, then print a copy.

6. 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
Paper copy available in Student Records office
OR
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.