Grand Rapids Community College - 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 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](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](https://www.credentialsonline.com)

6. 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, 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.

7. Apply for eBenefits account with the VA. Go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

8. Once enrolled in classes bring the following to the Veteran Services Coordinator.  
   a. Copy Certificate of Eligibility from VA, or confirmation of VA form (from 5f) Write your name, student ID#, last 4 of SS#, and benefit applied for.
   b. Signed Veterans Responsibility form
   c. Signed Record of Previous Education & Training

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

Go to [www.grcc.edu/veterans](http://www.grcc.edu/veterans), look under Resources for the link, complete the form & submit. It will come into our office as an email.