

## **Grand Rapids Community College - New Student Veteran Checklist:**

1. Apply for admission to GRCC
  - Go to Grand Rapids Community College Admissions website  
<https://www.grcc.edu/admissions>
  - Or go to Enrollment Center for Assistance. You can call 616-234-3300
2. Once you have been admitted to GRCC you will be required to attend orientation.
  - Go to Grand Rapids Community College Register for New Student Orientation website  
<https://www.grcc.edu/newstudent>
3. Meet with an advisor.
  - Call (616) 234-3900 to make an appointment. Fred Zomer and Anwar Thomas are our Veterans Advisor. If they are both busy you can meet with any other advisor.
4. Apply for financial aid. Complete FAFSA form – [www.fafsa.gov](http://www.fafsa.gov). Financial Aid Dept. can assist with this if needed. They are located in the Enrollment Center, 1<sup>st</sup> floor Main Bldg.
5. Arrange to have official transcripts sent to GRCC, in an unopened envelope, for all colleges/universities/training that you have attended even if you don't think any credit will transfer. This is a VA requirement. Transcripts become unofficial if opened by someone other than GRCC staff.
6. Arrange to have Official Military Transcripts sent to - Grand Rapids Community College Army, Navy, Marines, Coast Guard, National Guard, Reserve:
  - Go to [jst.doded.mil](http://jst.doded.mil).
  - Click on Register at the top
  - Create an account and log in
  - Click on transcripts up at the top
  - Click on #5 to 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](mailto: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 SSN.

Air Force: go to [airuniversity.af.mil/Barnes/CCAF/Display/Article/803247](http://airuniversity.af.mil/Barnes/CCAF/Display/Article/803247). Transcripts become unofficial if opened by someone other than GRCC staff.

7. Apply to VA for education benefits:
  - Go to the Veterans Affairs website <https://www.vets.gov/> Use Internet Explorer not Mozilla, Chrome etc
  - click on Education Benefits
  - click on Application Process
  - a. New Applications (Applying for new benefit)
    - Form 22-1990 (vet), 22-1990E (Post 9/11 transfer), or 22-5490 (dependent of disabled vet)
      - click on Apply for Benefits
      - click on Get Started
      - complete the form
      - submit
      - print the Confirmation page (this is important we will need this)
  - b. Change Program/Place of Training (Updating my current education benefits)
    - Form 22-1995 (vet or Post 9/11 transfer) or 22-5495 (dependent of disabled)
      - click on Manage Benefits
      - click on Continue

- complete the form
- submit
- print the Confirmation page (this is important we will need this)

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

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