

## VETERANS ENROLLMENT CHECKLIST

Welcome to Las Positas College. Completing the following items on this checklist will ensure the proper processing of your VA benefits application and enable you to take full advantage of your education benefits. The VA requires that Las Positas receive your college transcripts in order for you to remain eligible for your VA educational benefits. Not submitting the below items will result in your benefits being delayed. Please refer to the attached Student Responsibilities / Understanding Your Benefits document for further information.

- 1. Application for Education Benefits [VA form 22-1990]
  - May be completed online at <http://www.gibill.va.gov> or see Todd Steffan for application.
- 2. Verification of Eligibility [DD-214]
  - Other:
- 3. Enrollment Certification Request (must make the request each semester you register for classes for if you wish to receive you GI benefits that semester.
- 4. Monthly self-verification – Go on WAVE ( [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) ) or call in 1-877-823-2378 (**NOT REQUIRED for CHAPTER 33**)
- 5. Complete Las Positas College Online Orientation [www.atschoolorientation.net](http://www.atschoolorientation.net)
- 6. Transcripts
  - All Official College Transcripts must be submitted prior to meeting with a LPC counselor (regardless if courses from other schools may count or not)
- 7. Assessments
  - If you have not attended any other colleges or taken Math or English, Math/English Assessment must be completed prior to meeting with a LPC counselor for the Veteran Evaluation of Courses Appointment.  
Please visit: <http://www.laspositascollege.edu/assessmentcenter/scheduleinfo.php>
- 8. Evaluation of Course Requirements for Current Major
  - Must be completed by an LPC counselor by the end of the initial semester in order to continue receiving benefits.
  - Student must make an hour appointment to see a counselor. Drop in appointments are not available for this process.

### PLEASE NOTE:

- ◇ Prior to the beginning of each semester you must submit a new Enrollment Certification Request. This form is used to certify your eligibility for benefits. Only courses listed on your educational plan may be certified.
- ◇ In order to receive an extension of fees/tuition, please request for certification of classes early (before drop dates of non-payments) or request that an extension is added at the Veterans Office.
- ◇ Each time you change your Educational Objective you must complete a new Veteran Evaluation.
- ◇ Apply for Financial Aid ([www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)). You may be eligible for additional funding.
- ◇ Please keep your personal contact information updated with the LPC Veterans office to ensure you receive all pertinent information regarding your educational benefits.

\*\*Please see Todd Steffan for specific questions not covered in your Student Responsibilities / Understanding Your Benefits handout.