

ACC Veteran Student Checklist

_____ Apply for Admissions and declare a major. You need to be in a major in order to receive VA Education Benefits. See Admissions Office for specific details for requirements needed to apply or call 860.253.3010.

_____ Have your military transcript evaluated for college credits by completing a Transfer Credit Evaluation form in the Admissions Office. You can request your transcripts from the following websites:

- Air Force - www.au.af.mil (CCAF)
- Army - <https://aartstranscript.army.mil> (AARTS)
- Coast Guard - www.uscg.mil
- Navy/Marines - <https://smart.navy.mil> (SMART)

_____ Bring your DD214 member 4 copy to the Financial Aid Office.

_____ Apply for VA Education Chapter Benefits. For the fastest processing, use the online application VONAPP at www.gibill.va.gov.

_____ If you have received education benefits at another institution, you will need to complete the Change of Program or Place of Training form #22-1995. This can be done online using VONAPP or see Beth Egan in Financial Aid for a hard copy.

_____ Apply for financial Aid on www.fafsa.gov. If you need assistance, please contact the Financial Aid Office or call 860.253.3030.

_____ Complete a Veteran Enrollment Contract when you register for classes each semester. This form is available outside the Registrar's Office and must be completed and returned to Beth Egan in Financial Aid before you register for classes.

_____ It is important to meet with an Academic Advisor to select your classes, as the VA will only pay for classes in your degree program or any pre-requisites needed to complete courses in your degree program.

_____ It is necessary to let Beth Egan know if you make any changes in your enrollment; add or drop classes, stop attending class, or withdrawal from college. It is extremely important to let Beth know if you make any changes to your VA Education Benefits to ensure you are certified correctly and will receive your benefits in a timely manner.

_____ You will need to complete a Veterans Progress Report form each semester. This will be mailed to your home mid-semester each term and will need to be completed and returned to the Financial Aid Office.