

## Veterans Educational Benefits Checklist

Veterans Center • 2800 S Lone Tree Rd • Flagstaff, AZ 86005-2701 • PH: 928-226-4309 • FAX: 928-226-4110 • [cccvets@coconino.edu](mailto:cccvets@coconino.edu)

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1. Apply for your GI Bill® Benefits on **Vets.gov** <https://www.va.gov/education/how-to-apply/>
  - **First time Veterans** complete VA Form 22-1990
  - **Veterans changing school or program** complete VA Form 22-1995
  - **Dependents using Survivors & Dependents Assistance benefits** VA Form 22-5490
  - **Dependents changing school or program** complete VA Form 22-5495
2. Submit the following documents to start your Veterans File at CCC:
  - [Veterans Request for Certification](#)
  - **DD-214, Member 4 Copy** (*applies to prior military member only*)
  - **Copy of your Vets.gov application** (*can be printed at the end of application submission*) **OR your GI Bill® Certificate of Eligibility letter**
  - **Joint Services Transcript:** <https://jst.doded.mil/smart/signIn.do> (*applies to prior military*).
  - **Official Academic Transcripts** from **ALL** colleges, universities and trade schools you have attended prior to CCC (Must be received in a sealed envelope from the institution or electronically via Parchment). Transcripts should be sent to **Registration & Enrollment Services**. ***VA educational benefits will not be certified until all official transcripts are turned in and evaluated.***
3. Apply for admission to Coconino Community College: <https://www.coconino.edu/apply-now>
4. Students must meet with an Academic Advisor to set up a degree plan. You must enroll in required courses for your degree. You may use unofficial transcripts during the initial meeting with an Advisor to determine remaining courses to meet degree requirements. However, **all** official academic transcripts must be received and evaluated prior to the certification of benefits. The **VA only pays for courses required to complete your degree at CCC**. See your Academic Advisor to determine if placement testing is necessary.

*Every semester that you use your military benefits you **MUST** submit a Veterans Request for Certification to the Veterans Office. You must notify our office of any changes that you make to your schedule or major immediately as certain changes will affect your pay and create a debt you will be required to pay back to the VA.*

*Thank you for your service to our country!  
We are happy that you are here and want to help you  
reach your academic goals!!*