



Financial Aid/EOPS/Veterans Services Office • 2277 Napa-Vallejo Highway, Napa, CA 94558
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VETERAN EDUCATION BENEFIT CHECK-LIST

Welcome to the Veteran Affairs (VA) Educational Benefits Program at Napa Valley College (NVC). We will make every effort to ensure that you receive the benefits to which you are entitled. In order to make the process go as smoothly as possible, the following steps must be completed before your paperwork can be processed.

- APPLY FOR VETERANS BENEFITS:** You can apply for your veteran's benefits through <https://www.va.gov/> at; <https://www.va.gov/education/how-to-apply/> under "How do I apply?" Provide a copy of your VA Certificate of Eligibility to the School Certifying Official in the Financial Aid/EOPS/Veterans Services Office upon receipt.

	Initial Application:	Transfer Students:
Chapter 30, 33, 1606:	VA form 22-1990	VA form 22-1995
Chapter 33T:	VA form 22-1990e	VA form 22-1995
Chapter 35:	VA form 22-5490	VA form 22-5495

Veteran Readiness and Employment (VR&E) can be applied for on <https://www.va.gov/careers-employment/> under "Get career and employment assistance." **Recommended to use PRIOR to GI Bill®** benefits for veterans with service-connected disability ratings who qualify.

Chapter 31: VA form 28-1900

For info on your current entitlement, you can visit <https://www.va.gov/> or call the GI Bill® Hotline at 1-888-442-4551.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

- APPLICATION AND ORIENTATION:** Apply to NVC and complete the online orientation at <http://www.napavalley.edu/>. Under the "Admissions & Aid" tab, then "Five Steps to Becoming a Student," click "Apply Online for Admission."
- TRANSCRIPTS:** Official transcripts from all previously attended colleges, universities, vocational schools, and military institutions must be submitted to the Veterans Services Office in building 1100, Room 1132 or to a Counselor in the Counseling Center or Admissions and Records in bldg. 1300. List prior colleges, universities, vocational schools, and military colleges:
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- MILITARY CREDIT:** Military Credit must be evaluated by the Admissions and Records Office. Please submit a copy of your DD-214, Member Copy-4, or NOBE (Reservists) to the School Certifying Official in the Financial Aid Office. **Not required for dependent students.**
- PLACEMENT:** Determine math and English placement through the Testing Centers' website at <https://www.napavalley.edu/student-services-and-resources/testing-center/placement-tools.html>. Students who graduated high school outside of the US or already have a higher education degree should meet with a counselor to determine their placement.
- VETERANS' EDUCATIONAL PLAN:** Once transcripts and DD- 214 are evaluated and placement scores are available, make an appointment with a Veterans Academic Counselor. The Counseling Office is located in bldg. 1300 and veterans counseling appointments can be booked at (707) 256-7220 or online at <https://napavalley.craniumcafe.com/group/veterans-resources-counseling/scheduler>. A new educational plan must be developed each time the educational goal changes.
- FAFSA:** Apply for financial assistance through the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>). Applying for FAFSA will not affect your VA Benefits. Students that separated from the military within the last two years should fill out a "Request for Income Adjustment – Independent" to ensure current income is reported. This form can be found on the NVC Financial Aid webpage.
- CLASS REGISTRATION:** Register for classes using Self Service at <https://selfservice.napavalley.edu/Student>. Courses will be certified only if they appear on the approved educational plan and all prerequisites are met.
- STATEMENT OF UNDERSTANDING:** Review and sign the Statement of Understanding (SoU) and turn it in at the Financial Aid/EOPS/Veterans Services Office. SoU forms can be found at the Financial Aid Office, at the VRC, or online at <https://www.napavalley.edu/student-services-and-resources/veterans-services/forms.html>.
- ENROLLMENT CERTIFICATION:** Complete the Enrollment Certification Request (ECR) form. ECR forms can be found online at <https://www.napavalley.edu/student-services-and-resources/veterans-services/forms.html>, at the Veterans Services Office in bldg. 1100, or at the Veterans Resource Center (VRC) in bldg. 1200, rm 1233. After submitting the ECR form, report all class load changes or potential lack of attendance to the Veteran Services Office. The VA Certifying Official receives a biweekly report of your class load and *any changes will be reported to the VA Regional processing office without prior notice.*

I have read and understand each section listed above. I understand that it is my responsibility to turn in all necessary paperwork to the designated departments and that missing items may adversely affect the benefits I am eligible for.

Student's Signature _____

Date _____