



Veterans Services Office • Room 1233 & 1235
2277 Napa-Vallejo Highway, Napa, CA 94558 • Ph (707) 256-7307

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. 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.

- APPLY TO NAPA VALLEY COLLEGE:** Apply to NVC at <http://www.napavalley.edu/>. Under the “Admissions & Aid” tab, then “Five Steps to Becoming a Student,” click “Apply Online for Admission” to start. For the sections “Attend a Counseling Session” and “Register and Pay for Classes” please refer to the [Statement of Understanding](#) for additional information pertaining to benefit specific requirements.

- TRANSCRIPTS:** Official transcripts from all previously attended colleges, universities, vocational schools, and military institutions must be submitted to the Veterans Resource Center (VRC) in building 1200, Room 1233B, or to a Counselor in the Counseling Center or Admissions and Records in bldg. 1300. List transcripts submitted or to be submitted:

- 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 Veterans Services Office. **Not required for dependent students.**

- VETERANS’ EDUCATIONAL PLAN:** Make an appointment with a Veterans or General Academic Counselor. The Counseling Office is located in bldg. 1300 and veterans counseling appointments can be booked online at <https://napavalley.craniumcafe.com/group/veterans-resources-counseling/scheduler>. Veterans and general counseling appointments can also be made by calling counseling at (707) 256-7220. A new 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 Veterans Services Office. SoU forms can be found 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>. After submitting the ECR form, report all class load changes or potential lack of attendance to Veteran Services. The Certifying Official receives a biweekly report of your class load, and *any changes will be reported to the VA Regional processing office.*

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 Full Name

Date

Student’s Signature