



Veterans Benefit Certification Instructions: New Students

Please use this document as a checklist to track completed or missing steps to obtain your benefits certification

New Students (Veterans and Dependents):

1. EVC Application and Orientation

- Complete the EVC Application online through [CCCApply](#)
 - Please make sure to indicate your veteran or dependent status on the application
- Complete the [EVC Orientation online](#)

2. Gather Documents

- Obtain a copy of your DD214 (Certificate of Release/Discharge from Active Duty)
 - Dependents do not need to provide a DD214
- Complete the [VA \(Veterans Affairs\) Application for Educational Benefits](#)
 - Read the information before you apply. Once you complete the application, you will receive a paper copy of your VA Certificate of Eligibility in the mail. ****Please note it may take up to 6 weeks to receive your Certificate of Eligibility in the mail!****
- ***(If applicable)*** Request Official Transcripts from all colleges previously attended to be sent to Admissions and Records at evaluators@evc.edu (***Note: transcripts must be sent directly from institution to institution to be considered official***)
 - ***Students will receive a one-semester grace period starting from their initial semester to submit all official transcripts***
- Obtain an official copy of your Joint Service Transcript/military transcripts (***Note: credit may be granted on a case-by-case basis and with further evaluation***)
 - ***Students will receive a one-semester grace period starting from their initial semester to submit all official transcripts***
- Read and sign the [Veterans Student Shopping Sheet](#)
- ***(If applicable)*** If you are coming from out-of-state off of active duty, complete the [AB13: Veterans Access, Choice, and Accountability \(VACA\) Affidavit](#)
- ***(If applicable)*** If you are transferring from another college, complete the [VA Form 22-1995: Request for Program or Place Training](#)
 - Dependents will need to complete the [VA Form 22-5495](#)

3. Meet with a VFC Counselor and Complete Class Certification Form

- Call 408.274.7900 x6369 or email evcvet@evc.edu to set up an appointment with the VFC Counselor
 - The VFC Counselor will create an Educational Plan during your appointment
- Complete the [Class Certification Form](#) using the approved Educational Plan created for you by the VFC Counselor

4. Compile Certification Benefits Package

- Gather **ALL** documents: DD214, Certificate of Eligibility, signed Shopping Sheet, and [Class Certification Form](#) (include transcripts and other forms in applicable). Send these forms to evcvet@evc.edu. We will forward your paperwork to the VA Certifying Official.
 - **Please note: Failure to register for the classes planned by the VFC Counselor (found on your Educational Plan) will result in a delay in the certification process.**
- [Verify your class attendance with the VA](#) each month while you are attending school.

For any questions or concerns, please contact the Veterans Freedom Center at evcvet@evc.edu or call 408.274.7900 x6369