

Veterans Benefit Certification Instructions: Returning & Continuing Students

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

Returning Students (Veterans and Dependents):

****You are considered a "returning student" when you are returning to EVC after not attending for 2 consecutive semesters****

1. EVC Application and Orientation

- Complete the EVC Application Online through [CCCApply](#)
- Complete the [EVC Orientation Online](#)

2. Gather Documents

- Read and sign the [Veterans Student Shopping Sheet](#)
- ***(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***
- (If applicable) If you are transferring from another college Complete the [VA \(Veterans Affairs\) 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 update your Educational Plan
- 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 including approved Ed plan and complete [Class Certification Form](#) and send to evcvet@evc.edu. We will forward your paperwork to the VA Certifying Official.

Continuing Students (Veterans and Dependents):

1. Class Certification Form

- Follow your Ed Plan and register for classes approved by the VFC counselor
 - ***If you would like to make changes, please contact our office to set up an appointment with the VFC Counselor. Students will be liable for any overpayment that may occur to enrollment errors or failure to report changes promptly. Failure to register for classes planned by the VFC Counselor will delay the certification process.***
- Complete the [Class Certification Form](#) for each semester you attend EVC. Send the complete Class Certification Form to evcvet@evc.edu
- [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