**Veterans Benefit Certification Instructions**

*(To be used in conjunction with the Certification Checklist)*

*Start This Process Early - It Could Take Up To 6 Weeks To Complete*

1st Step - Admissions and Records:

1. Complete the EVC [Online Application](#).

2. Complete your [College Orientation online](#) or in person by calling the Counseling Department at (408) 270-6475 or email CounselingAppt@evc.edu (be sure to include your ID#).

3. No Assessment testing needed, assessment testing only conducted for ESL students.

2nd Step - Veterans Freedom Center (Gullo II):

- New (includes transfers), and Returning (had a break between semesters) Students must complete the following:

  4. Gather documents*:
     - (A) Obtain a copy of your DD214 (Certificate of Release/Discharge from Active Duty)
     - (B) Complete your [VA Application for Benefits](#). Read the information, then click on Apply Now. You should receive a paper copy of VA eligibility in the mail.
     - (C) If you are a Veteran and transferring from another school or changing your major, complete VA Form 22-1995, [Request for Change of Program or Place of Training](#). If you are a dependent please complete VA Form 22-5495, [Dependent’s Request for Change of Program or Place of Training](#).
     - (D) If you have attended another college obtain [Official Transcripts](#) from all Colleges attended and submit them in original sealed envelope to Admissions & Records. In the interim, you can use Unofficial Transcripts to initiate your benefits paperwork. In lieu of missing transcripts, you may sign a statement of no previous college units.
     - (E) If you are coming from out of state off of active duty you may be eligible for [AB13 Veterans Access, Choice, and Accountability Act (VACA)](#) Affidavit for Eligible Veterans.

5. Call (408)223-6789 to schedule an appointment with the Veterans Counselor. Be certain to bring your DD214 and transcripts to your appointment.

6. [Complete Class Certification Form](#) using the Educational Plan created for you from Step #5.

**Continuing Students Procedure:**

1. Follow your Ed Plan – Register for classes that had been approved by the Veterans Counselor.

2. [Complete Class Certification Form](#) each semester you are taking classes at EVC and submit it in accordance with your approved Education Plan to Admissions & Records.

**Dependent Students** please follow all steps above except STEP #4(A), a DD214 is not required.

*Please submit documents to the Veterans Freedom Center*

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