



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*.