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 and New Transfer Students (Veterans and Dependents):

1. EVC Application, Orientation and Vaccination Status
   - Complete the EVC Application online through CCCApply
   - Complete the EVC Orientation online
   - San Jose Evergreen Community College District requires all students who are planning on registering for in-person courses to provide proof of vaccination through the MyHealth Portal
     - You can view the frequently asked questions here and instructions on uploading proof of vaccination here

2. Gather Documents
   - Read and sign the Veterans Student Shopping Sheet
   - Obtain a copy of your DD214 (Certificate of Release/Discharge from Active Duty)
     - Dependents do not need to provide a DD214
   - Complete your VA Application for Benefits
     - Read through 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!*
     - 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)
     - (If applicable) Complete the AB13: Veterans Access, Choice and Accountability (VACA) Affidavit if you are coming from out-of-state off of active duty
     - (If applicable) Complete the VA Form 22-1995: Request for Program or Place Training if you are transferring from another college
       - 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 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

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