

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):

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](#)
 - 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 [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 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 that have been 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
 - Complete the [Class Certification Form](#) for each semester you attend EVC. Send the complete Class Certification Form and attach the approved Ed Plan 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