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.