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 (Veterans and Dependents):

1. EVC Application and Orientation
   - Complete the EVC Application online through CCCApply
     - Please make sure to indicate your veteran or dependent status on the application
   - Complete the EVC Orientation online

2. Gather Documents
   - 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)
   - Read and sign the Veterans Student Shopping Sheet
   - (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: DD214, Certificate of Eligibility, signed Shopping Sheet, and Class Certification Form. Send these forms to evcvet@evc.edu. We will forward your paperwork to the VA Certifying Official.
     - Please note that there will be delay in processing of paperwork if your educational plan, created by the Veterans counselor, does not match your Class Certification Form

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

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