

## 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](mailto: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](mailto: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](mailto: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