

## **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](#)
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](mailto:evaluators@evc.edu) (Note: transcripts must be sent directly from institution to institution to be considered official)
  - (If applicable) If you are transferring from another college Complete the [VA \(Veterans Affairs\) Form 22-1995: Request for Program or Place Training](#)
    - 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 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](mailto: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 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. Students will be liable for any overpayment that may occur to enrollment errors or failure to report changes promptly.**
  - 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](mailto: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](mailto:evcvet@evc.edu) or call 408.274.7900 x6369**