

Required Documents Checklist

Veteran/Dependent students utilizing any VA Educational Benefits **must submit all documents on this checklist** prior to your first counseling session with the Veterans Counselor.

Documents may be submitted in person or via email to evcvet@evc.edu. Be sure to include your full name and EVC student ID number

☐

DD214 - Certificate of Release/Discharge from Active Duty

- *Confirms your Veteran status with our office (not required for Dependents).*
- *Request a copy from eBenefits.*

☐

Certificate of Eligibility (COE)

- *Confirms your eligibility and percentage of VA Educational Benefits.*
- *If the official COE is unavailable, submit a screenshot of your application confirmation.*

☐

Unofficial Transcripts from All Previously Attended Colleges

- *Unofficial copies will be used for an unofficial transcript evaluation during your initial meeting with the Veterans counselor*

☐

Joint Service Transcript (JST) Authorization Form

- *Required as part of official transcript submissions for VA benefits (not required for Dependents).*
 - *VFC can request your JST* at no cost; other transcripts are your responsibility*
- *Air Force Veterans must request their own transcripts from Air University* .*

☐

Veteran Student Shopping Sheet

- *Must be the most recent version from the Veterans Freedom Center website.*
- *Must be reviewed and signed before VA certification can occur.*

☐

Official Transcripts from All Previously Attended Colleges

- *Must be submitted to Admissions and Records directly.*
- *Required whether or not VA benefits were used, regardless of grades.*
- ***Students have a one-semester grace period to complete this requirement.***

For any questions, please email evcvet@evc.edu or call (408) 223-6789