



VFC ENROLLMENT GUIDE: RETURNING STUDENTS

1. RE-APPLY TO EVC

- Complete the application at CCCApply if you have not attended more than 2 consecutive semesters
- Be sure to select your Veteran or Dependent status on the application.

2. COMPLETE THE EVC ONLINE ORIENTATION (IF IT HAS NOT BEEN COMPLETED BEFORE)

- Log in to the Self-Service Portal and complete the EVC Orientation available there.

3. CONFIRM VA BENEFITS USAGE

- Inform VFC whether or not you plan to use VA Educational Benefits by calling 408-223-6789 or emailing evcvet@evc.edu.

USING VA BENEFITS (Ch. 30, 31, 33, 35, or 1606)

GATHER REQUIRED DOCUMENTS

Please double-check with the VRC office to confirm if they have any forms you've previously submitted and whether there are any new forms you need to complete based on the list below:

- Certificate of Eligibility (COE)
- DD214
- Unofficial Transcripts
- Veteran Student Shopping Sheet
- JST Authorization Form (Not required for Dependents) **Air Force Veterans must request their own transcripts from Air University**

[Click here to view a more detailed description of VFC's Required Documents](#)

MEET WITH VETERANS COUNSELOR & CERTIFY ENROLLMENT

- Schedule an appointment by contacting our office.
- Veterans Counselor will develop an Educational Plan.
- You are required to submit the Class Certification Form (CCF) after your plan is approved.
- Students may pay or opt-out of \$2 Student Rep Fee before the term fees refund deadline.

REQUEST OFFICIAL TRANSCRIPTS

- Request official transcripts from all previously attended institutions.
- Students have a one-semester grace period to complete this requirement.

NOT USING VA BENEFITS (CalVet or Financial Aid only)

APPLY FOR FINANCIAL SUPPORT

- CalVet Fee Waiver
Eligible Dependents of disabled Veterans can apply through Santa Clara County Veterans Service Office.
and/or
- Financial Aid
Grants, fee waivers, and other financial assistance based on income eligibility. For help, contact the EVC Financial Aid Office.

GATHER REQUIRED DOCUMENTS

Please double-check with the VRC office to confirm if they have any forms you've previously submitted and whether there are any new forms you need to complete based on the list below:

- DD214
- Unofficial Transcripts
- JST Request Authorization Form (Not required for Dependents)

MEET WITH VETERANS COUNSELOR

- Veterans/Dependents not using VA Educational benefits are welcome to meet with the Veterans Counselor for educational planning and support.
- Schedule an appointment by calling 408-223-6789 or emailing evcvet@evc.edu.