**Post 9/11 - Chapter 33 Checklist**

1. **Students must apply to Virginia Commonwealth University**
   - Apply online at: [http://admissions.vcu.edu/](http://admissions.vcu.edu/)
   - Verify domicile for in state tuition (If listed as Out of State contact us at: 804-828-6563)
   - Financial Aid may be used in conjunction with GI Bill benefits.
   - Complete the FAFSA at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

2. **Apply to utilize your GI-Bill benefits at:** [https://www.va.gov/education/how-to-apply/](https://www.va.gov/education/how-to-apply/)
   - Click on Find your education benefits form (select the green box midway down the page).
   - Complete the VONAPP (Veterans On-Line Application) form 22-1990 for Veteran or 22-1990E for Dependent
   - Provide copy of Member 4 DD-214
   - Provide COE (Certificate of Eligibility) **MUST have this letter in order to be certified**

3. **Request Previous College Transcripts:**
   - Send Transcripts to: Admissions
     PO Box 842526
     Richmond, Virginia 23284-2526

4. **Register for classes/ Submit Online Form/ Meet with an Academic Advisor:**
   - Register for classes (Only courses which apply to the program graduation requirement can be certified)
   - Once registered, submit the ONLINE Request for Certification Form at: [go.vcu.edu/militarystudents](http://go.vcu.edu/militarystudents)
   - **This Form MUST be SUBMITTED ONLINE EACH semester! Failure to do so will delay funding**
   - After submission, visit your academic advisor, have them verify courses, electronically sign and submit the Request for Certification to Military Student Services.

5. **Transfer Students from Another College:**
   - Must provide copy of current Certificate of Eligibility
   - Complete the Change of Program Place of Training Form online: form 22-1995
   - Submit new COE with VCU listed as current school of choice.

6. **Guest Students:**
   Students attending another college or university wanting to take a transfer course here at VCU need to provide:
   - Supplemental letter from the parent school or "Guest/ Parent" letter
   - Current Certificate of Eligibility of college attending
   - Complete and turn in RFC