Post 9/11 - Chapter 33 Checklist

1. Students must apply to Virginia Commonwealth University
   ____ Apply on line at: 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

2. Apply to utilize your GI-Bill benefits at: 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 form 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
   *To Request Your Joint Service Transcript (SMART)*
      Go To https://jst.doded.mil
      Send Electronically to VCU

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
      ** 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