

Chapter 35 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: www.benefits.va.gov/gibill/

- _____ Click on Apply for Benefits (second tab mid page) click on Apply Online
- _____ Complete the VONAPP (Veterans On-Line Application) form 22-5490
- _____ 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 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 22-5495
- _____ 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



VCU Strategic Enrollment
Management
Military Student Services

Harris Hall, 3rd Floor, Room 3122
1015 Floyd Avenue
P.O. Box 842536
Richmond, Virginia 23284-2536

804-828-6563 (Office)
804-827-0096 (Fax)
militaryserv@vcu.edu