Welcome to Chabot College! The Veterans Services Office is here to assist you in achieving your academic goals. Complete this checklist and submit all required supporting documentation listed below to the Veterans Services Office.

**STEP 1**: Apply and complete the following:
- Chabot College Admissions Application: [www.chabotcollege.edu](http://www.chabotcollege.edu)
- Financial Aid (if applicable): [www.fafsa.gov](http://www.fafsa.gov); Board of Governor’s Fee Waiver (BOG); [http://www.chabotcollege.edu/FinAid/](http://www.chabotcollege.edu/FinAid/)
- VONAPP (Veterans Online Application), if using GI Bill benefits: [http://vonapp.vbenfits.vba.va.gov](http://vonapp.vbenfits.vba.va.gov)
  - For assistance with VONAPP, call the VA Education Benefits Department at 1-888-442-4551.
  - New Applicant (veteran) Complete VA Form 22-1990; Transfer (veteran) Complete VA Form 22-1995
  - New Applicant (veteran dependent) Complete VA Form 22-5490; Transfer (veteran dependent) Complete VA Form 22-5495.

**STEP 2**: Request and submit ALL sealed (un-opened) official transcripts from colleges/universities attended and military transcripts to Chabot College, Office of Admissions and Records, 25555 Hesperian Blvd., Hayward, CA 94545.
- For Army, Coast Guard, Marine Corps, and Navy transcripts, request online through Joint Services Transcripts: [https://jst.doded.mil](https://jst.doded.mil)
- All transcripts, regardless if VA education benefits were used or not, must be submitted to Chabot College to grant all appropriate credit to a student's academic record.

**STEP 3**: Complete Chabot College online orientation: [http://www.chabotcollege.edu/counseling/orientation](http://www.chabotcollege.edu/counseling/orientation)

**STEP 4**: Take the Math and English assessment tests.
- Complete this step if you have not taken any Math and/or English classes for college credits.
- For assessment schedules, see Assessment Center at bldg. 700, 1st floor, room 714A or website: [www.chabotcollege.edu/Counseling/assessment](http://www.chabotcollege.edu/Counseling/assessment)

**STEP 5**: Schedule an appointment to meet with a counselor to complete Veterans Education Plan at bldg. 700, 2nd. If using VA education benefits, submit a signed and completed copy to Veterans Services Office.
- Per VA Policy, a Veteran Education Plan is required to determine which courses are payable for VA education benefits. Only courses (including prerequisites) that satisfy requirements for a program of study can be reported to the VA.
- All official transcripts must be on file at the Admissions and Records Office before an appointment for a veterans education plan can be made.

**STEP 6**: Register for classes online through CLASS-Web: [http://banner-web.clpccd.cc.ca.us:700/](http://banner-web.clpccd.cc.ca.us:700/).
- You can register at any point after your admission application to Chabot College has been processed and you have received your assigned date of registration.
- If using VA education benefits, only required courses listed on your Veterans Education Plan can be reported to the VA.

**STEP 7**: If using VA education benefits, complete and submit Enrollment Certification Request form to Veterans Services Office.

**STEP 8**: Return completed Veterans Enrollment Certification Checklist to Veterans Services Office.

- Per SB 1456, all students, including veterans or service members, must have completed college orientation, assessment, student education plan and submit a copy of DD-214 to receive the highest level of priority for registration.
- It is the student’s responsibility to complete all necessary steps in a timely manner. Not completing the required steps above may cause a delay in receiving VA education benefits.
- It may take up to 8 weeks for disbursement of my VA education benefits after Chabot College submits an enrollment certification to the Department of Veterans Affairs.

### Required Supporting Documentation for VA Enrollment Certification

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Submitted</th>
<th>Received By</th>
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<tbody>
<tr>
<td>Copy of VONAPP or Certificate of Eligibility</td>
<td></td>
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<tr>
<td>Copy of DD-214 or Notice of Basic Eligibility (NOBE)</td>
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<tr>
<td>Chabot College Online Orientation</td>
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<td>Math/English Assessment Taken (if applicable)</td>
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<td>All Official college/universities/military transcripts</td>
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<td>Veterans Education Plan completed &amp; signed by counselor</td>
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<tr>
<td>Enrollment Certification Request form</td>
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<tr>
<td>Completed Veterans Enrollment Certification Checklist</td>
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**OFFICE USE ONLY**

I have discussed the Enrollment Checklist with this student. **Veterans Services Staff Initial**: ☑__ ______ Date: __________