

# VA/GI BILL® STUDENT REGISTRATION CHECKLIST CHAPTER 31, 33 & 35

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

- Complete the Application for Education Benefits with the [VA](#) at [www.ebenefits.va.gov](http://www.ebenefits.va.gov) (steps below).
- If you have utilized your educational benefits before, please complete a request for change of place or training form (VA Form 1995).
  - You will receive your certificate of eligibility in the mail and an update on the VA's eBenefit webpage after it processes.
  - If you have just moved to Colorado, you can receive resident tuition by providing your DD214 (member-4-copy, or the appropriate form per active duty orders) to Records and Enrollment Services.
- Fill out the [Free Application For Federal Student Aid](#) ([www.fafsa.gov](http://www.fafsa.gov)) to see if you qualify for grants, loans, or work study funds. You can use both GI Bill® and Financial Aid at the same time!
  - ACC's school code is **001346** and the **priority deadline is March 1** each year; you are still able to apply after the priority deadline.
- Deliver your Certificate of Eligibility to the Veteran's Benefits Office, located at the Littleton campus, first floor, Room M1605, or via e-mail at [vets@arapahoe.edu](mailto:vets@arapahoe.edu)
  - If you are using Vocational Rehab and Employment (Ch31) your counselor will send the office a VA Form 28-1905 showing your entitlement dates.
- Submit prior Official college and Joint Service/CCAF transcripts to the Records and Enrollment Services department
- Register for classes with an Academic Advisor for assistance.
  - Keep in mind that the VA/GI Bill® will not pay for any courses which do not directly apply to your chosen degree and/or certificate. They also do not pay for remedial on-line classes.
- After registration, complete a **Request for Certification** (EVERY SEMESTER) found on the [ACC Veterans Webpage](#) ([www.arapahoe.edu/vets](http://www.arapahoe.edu/vets)) (Steps Below).
  - RFCs must be submitted to the ACC Veteran Benefit Office every semester to process and receive benefits.
- Purchase your Textbooks either online or at the ACC Campus Bookstore.
  - Bring a copy of your class schedule if purchasing at the Bookstore. Bring a copy of your class schedule if purchasing at the Bookstore. The VA pays you directly, if you receive a book stipend. The school does not receive the book money.

## How to apply/obtain your COE and submit the RFC

- Certificate of Eligibility (COE) eBenefits
  - Log in to [eBenefits](#) (or go to the website and create a level II account).
  - On the Welcome page, select Manage Your Benefits.
  - In the Education section, there will be a link for the benefit you are eligible to receive.
  - Select the Enrollment Status link (Post 9/11 GI Bill®, Montgomery GI Bill®, etc.)
  - Print the page entitled "Education Enrollment Status".
- Request for Certification (RFC) From Arapahoe.edu:
  - Under **Admissions**, select **Military/Veterans**
  - Select the **Request for Certification** link
  - Fill out, read completely and submit.

