



Required VA Document Checklist

The following documents must be submitted to the SAC-VA Office. The Dept. of VA processing time is usually between 30 & 60 days. Your benefits will not be certified until all required documentation is on file.

All students must provide a copy of a valid photo ID ** denotes document required every semester

New Applicants requesting the benefits must provide the items listed below:

- | | |
|--|---|
| CH. 30 - Montgomery G.I. Bill | CH. 33 - Post-9/11 GI Bill – <u>By payment deadline</u> |
| CH. 1606 - Selected Reserve Montgomery GI Bill | CH. 31 Vocational Rehabilitation – <u>By Payment deadline</u> |
| CH. 35 - Dependents Educational Assistance Program | |

- _____ Original or certified copy DD-214 (Member 4 copy or other full page) *(not required CH 31, CH35 or CH33 TOE)*
- _____ ****Certificate of Eligibility (E-benefits print-out will suffice) (Not required for CH31)**
- _____ ****Current Advising Guide/Degree Plan (SAC Students) or Parent Letter (Guest Students)**
- _____ ****ACES Student Detailed Schedule, Account Summary, and unofficial transcript**
- _____ ****VA Enrollment Certification Request Form**
- _____ ****CH 33 Student Contract Form (CH 33 only)**
- _____ ****Veterans Educational Assistance/Waiver (Only if billed out of state T&F) (Not required for CH31)**
- _____ SAC-VA Student Responsibilities Form
- _____ All Transcripts (Including Military transcripts) *(Not required for CH31)*
- _____ ****DD 2384-1 NOBE (CH 1606 only)**
- _____ ****Current VA Form 28-1905 (CH31 only)**

Returning/Transfer/Degree Plan Change applicants requesting benefits must provide the items listed below:

- | | |
|--|---|
| CH. 30 - Montgomery G.I. Bill | CH. 33 - Post-9/11 GI Bill - <u>By payment deadline</u> |
| CH. 1606 - Selected Reserve Montgomery GI Bill | CH. 1607 - REAP |
| CH. 35 - Dependents Educational Assistance Program | CH. 31 Vocational Rehabilitation - <u>By payment deadline</u> |

- _____ Original or certified copy DD-214 (verify on file full page copy) *(not required for CH31, CH35 or CH33 TOE)*
- _____ Certificate of Eligibility (verify on file/benefits available)*(E-benefits print-out will suffice) (Not required for CH31)*
- _____ ****Current Advising Guide/Degree Plan (SAC Students) or Parent Letter (Guest Students)**
- _____ ****ACES Student Detailed Schedule, Account Summary, and unofficial transcript**
- _____ ****VA Enrollment Certification Request Form**
- _____ ****CH 33 Student Contract Form (CH 33 only)**
- _____ ****Veterans Educational Assistance/Waiver (Only if billed out of state T&F) (Not required for CH31)**
- _____ SAC-VA Student Responsibilities Form *(verify on file)*
- _____ All Transcripts *(verify on file - not required if already received) (Not required for CH31)*
- _____ ****DD 2384-1 NOBE (verify current and on file for CH 1606 only)**
- _____ ****Current VA Form 28-1905 (verify current and on file for CH31 only)**

USEFUL WEBSITES: Army, Navy, Marine, and Coast Guard Joint Service Transcripts – <https://jst.doded.mil/smart/>
DD214 or other Official documents – <http://www.archives.gov> **College Credit for Heroes** - <https://www.collegecreditforheroes.org/>
VA Forms – <http://www.va.gov/vaforms> or <http://www.gibill.va.gov> **College for all Texans** – www.collegeforalltexans.com
Hazlewood Registration – <https://hazlewood.tvc.texas.gov/students/> **SAC-VA Office** - <http://alamo.edu/sac/VeteransAffairs/>
Texas Veterans Commission - <http://www.tvc.texas.gov/Home.aspx> **VA|Vets.gov** - <https://www.vets.gov/>
State & Local Resources - https://www.va.gov/landing2_locations.htm **WAVES** - <https://www.gibill.va.gov/wave/index.do>
VA|Vets.gov – applications - <https://www.vets.gov/education/apply/> **Veterans Benefits** – www.va.gov

REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING

The following VA Forms are required only if you are a transfer student who was using VA education benefits at another school prior to registering for classes at SAC. You may complete online using <https://www.vets.gov/education/apply/> or may it be printed and mailed to the VA (It is recommended that you submit online).

This is not required if you are a SAC student who is remaining a SAC student, but changing the degree plan.

- | | |
|--|---|
| CH 30, 33, 1606 – VA Form 22-1995 Transfer Program/School Application | CH 35 – VA Form 22-5495 Transfer Application |
|--|---|

STEP 1: OBTAIN SAC-VA REQUIRED DOCUMENT CHECKLIST - Visit the SAC VA office to obtain a check list. The check list can also be found under the list of required documents and additional resources on the SAC VA webpage: <http://alamo.edu/sac/VeteransAffairs/>



Required VA Document Checklist

STEP 2: DETERMINE THE VA EDUCATION BENEFIT YOU WILL USE - If you are unsure about your VA education benefits or need assistance in applying for your benefit, schedule an appointment with your academic advisor, or with Mrs. Rodriguez, the *VetSuccess on Campus (VSOC)* counselor at SAC. To schedule an appointment, call (210) 486-0111 or stop by the SAC VA office. At the time of your appointment please be sure to have your checking account and routing numbers, as you will need them while applying for your VA education benefit. It should take 30-45 minutes to compare and apply for your benefit with Mrs. Rodriguez. Walk-in student appointments are welcomed but in order to avoid long delays, you are encouraged to arrive early in the morning.

How do I learn more about my Veteran education benefit on my own? - The VA education benefits information can be found under *Education Programs* on the VA education and training webpage: <https://www.vets.gov/gi-bill-comparison-tool>

STEP 3: APPLY FOR VA EDUCATION BENEFIT - Be sure to know and understand your VA education benefit and chapter before applying on-line at <https://www.vets.gov/education/apply/>. In order to use your VA education benefits at SAC, an official Certificate of Eligibility (COE) will be required to be submitted to the SAC VA office. The VA RPO will usually send a Certificate of Eligibility (COE) through the U.S. mail within 7-21 business days and you should also receive an award letter for each semester your benefits are utilized. It is important to review and understand the award letter. This document explains to you what action the VA has taken on your behalf, what payments have been made to the school, and what payments will be made to you during the academic term.

STEP 4: COMPLETE THE ENROLLMENT PROCESS - Before using your VA education benefit, you will need to be enrolled at SAC and have already completed steps 1-7 on the SAC Enrollment Checklist. If you are a new student, be sure to sign-up for New Student Orientation (NSO) online. If you are a transfer student (other than Alamo colleges), allow Admissions and Records at least 15 business days to evaluate your transcripts. Once you have completed Steps 1-7 on the SAC Enrollment Checklist, you should be eligible to register for courses. If you are attending NSO, you will wait to register for courses at NSO.

Do I need to take the Texas Success Initiative (TSI)? - Students are strongly encouraged to take the TSI to receive placement scores in order to be placed in the most appropriate Math, Reading and Writing courses. Veterans can request to be Exempted from the TSI by bringing a member 4 copy of the DD214 to the Testing Center located in the Fletcher Administration Center, room 112 (FAC 112). For Veteran education benefit purposes, non-college ready courses such as (Pre, Elementary, Intermediate or Developmental Algebra) may not be certified to the VA unless the student's TSI placement scores place the student in that particular course. (i.e. If a veteran using VA education benefits elects to have the requirement for TSI testing exempted, only college level coursework may be submitted to the VA for payment of housing stipend for all chapters and tuition and fees for Chapter 33). For resources to prepare for the TSI, visit the SAC Testing webpage: <http://alamo.edu/sac/assessment-center/>

STEP 5: SUBMIT ALL TRANSCRIPTS (INCLUDING MILITARY TRANSCRIPTS) - All prior college transcripts must be requested from your previous institutions and submitted to SAC as part of the admission process. Additionally, you should request an office Joint Service Transcript (JST) if you served in the Army, Navy, Marines or Coast Guard. If you served in the Air Force, a copy of your Community College of the Air Force Transcript shall be required.

To request JST for **ARMY/NAVY/MARINE CORP/COAST GUARD**, go to the webpage: <https://jst.doded.mil/>.

To obtain **AIR FORCE (CCAF)** transcripts, go to the webpage: <http://www.au.af.mil/au/ccaf/transcripts.asp>

STEP 6: OBTAIN ADVISING GUIDE/DEGREE PLAN - The academic advisors in the SAC VA office can assist with a Advising Guide/Degree Plan. Your signed and approved academic advising guide/degree plan will serve as a contract between you and the VA while certifying your request to utilize your VA education benefit for each term that you attend SAC. Unless you are a guest student, your Advising Guide/Degree Plan must be a current SAC degree or certificate. To view degrees, certificates and advising guides, visit the webpage: <http://alamo.edu/sac/academics>

STEP 7: REQUEST TO USE VA EDUCATION BENEFIT AT SAC - Once you have registered for your courses, you will visit the SAC VA office to submit all applicable documents and complete all required forms (please refer to the reverse side of this document). The SAC VA office will not take ANY documents until ALL necessary documents can be submitted in order to submit a certification request.

What is Certification and how will I know if my certification request has been processed?

In order for VA education benefits to be activated, the student submits all necessary documentation to the SAC VA office after registering for courses. Certification is the process by which the SAC VA office submits the students request to use their VA education benefit for the current academic term. Once the request has been submitted, a confirmation email will be sent to email address provided to the SAC VA office by the student. The Certification process shall be repeated by the student for all academic terms the student wishes to use their VA education benefit. For benefits that pay tuition and fees, by submitting all documents for certification before the payment deadline, payment will be secured. For all others, the student must pay in full or make payment arrangement prior to the payment deadline or will be purged from classes for non-payment. **Payments by the VA may be verified by calling the VA RPO at 1(888) 442-4551.**