

# Chapters 30 and 1606 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](http://www.fafsa.ed.gov)

## 2. Apply to utilize your GI-Bill benefits at: [www.benefits.va.gov/gibill/](http://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 22-1990 for Veteran or Reservist
- \_\_\_\_\_ Provide copy of Member 4 DD-214 and
- \_\_\_\_\_ If CH. 30- Provide COE (Certificate of Eligibility) **MUST have this letter in order to be certified**
- \_\_\_\_\_ IF 1606- Provide Notice of Basic Eligibility (NOBE) **MUST have this letter in order to be certified**
- \_\_\_\_\_ IF Using Military Tuition Assistance- Provide Voucher Proof

## 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](http://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](http://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
- \_\_\_\_\_ Current Certificate of Eligibility of college attending
- \_\_\_\_\_ Complete and turn in RFC

**Students MUST VERIFY Their Attendance EACH MONTH**  
**By Calling GI Bill Helpline at 888-442-4551 or through**  
**WAVE at [www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)**



**VCU** Strategic Enrollment  
Management  
Military Student Services

Harris Hall, 3<sup>rd</sup> Floor, Room 3122  
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