Student Veteran Checklist

The following check list must be completed and the necessary forms turned in before the BRCTC Veteran Services Office (VSO) can certify your benefits. Please note: All benefits may take up to 4 to 6 weeks to be fully processed through the VA.

☐ Submit application with application fee
☐ Fill out FAFSA
  • https://fafsa.ed.gov/
☐ Set up VONAPP account
  • http://vabenefits.vba.va.gov/vonapp/default.asp
☐ Request Certificate of Eligibility
  • VONAPP
  • 1-800-768-2123
☐ Schedule Orientation/Meet with advisor
☐ Register for/enroll in classes
☐ Meet with Veterans’ Education Coordinator (if necessary)
☐ Submit the following forms to the Veteran Services Office:
  ☐ Certificate of Eligibility
  ☐ DD214
  ☐ Degree Audit (printed from Degreeworks)
  ☐ Military Transcripts
  ☐ NOBE (Chapter 1606 only)
  ☐ 1905 from Vocational Rehab Counselor (Chapter 31 only)
☐ Complete and turn in Veteran’s Enrollment Reporting Form (EVERY SEMESTER)
☐ Verify your enrollment at the end of each month (Chapter 30, 1606, and 1607 only)
  • https://www.gibill.va.gov/wave/index.do
  • 1-888-442-4551
☐ Notify Veteran Services Office of any changes to course schedule during the semester
  • vetsource@blueridgectc.edu

Important Contact Information

- BRCTC Veteran’s Education Counselor
  🇺🇸 bnorris@blueridgectc.edu or 304-260-4380 ext. 2112
- Veteran Services Office
  🇺🇸 vetsource@blueridgectc.edu
- GI Bill Web Address
  🇺🇸 www.gibill.va.gov
- eBenefits
  🇺🇸 https://www.ebenefits.va.gov/ebenefits/homepage