





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@blueridgect.edu

Important Contact Information

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