

VRC Intake Checklist

Apply for Admission to Foothill-De Anza Community College District

Online application website: <https://www.opencccapply.net/gateway/apply?cccMisCode=422>

Apply for Financial Aid (FAFSA) <https://studentaid.gov/h/apply-for-aid/fafsa> *save confirmation page*

Apply for VA Education Benefits

Application for VA Benefits (VA Form 22-1990): <https://www.va.gov/education/how-to-apply/>

save confirmation page

OR

Change School of Training or other Veteran Education Benefits (VA Form 22-1995):

<https://www.va.gov/education/change-gi-bill-benefits/> *save confirmation page*

Contact a Certifying Official

Please have the following documents for the certifying official:

- DD-214 (CH. 31/VRE, CH. 33/Post-9/11, CH. 35/Sponsor's, CH. 1606/MGIB-SR)
- N.O.B.E. (CH. 30/MGIB-AD, CH. 1606/MGIB-SR)
- Certificate of Eligibility Letter (COE) or confirmation page after you apply
- PO Authorization (CH. 31/VRE) - *please check with your VRE Counselor*
- Financial Aid (FAFSA) Confirmation Page
- Signed Student Responsibility Form

If you have any questions about forms, please contact the [Foothill VRC](#)

Request Electronic Transcripts

- Official Transcripts from ALL previously attended Colleges (for international colleges please contact a counselor in the VRC)
- Official Joint Service Transcripts (JST'S) <https://jst.doded.mil/jst/> (JST's not applicable to Dependent Student using Chapter 35)

[Information about transcript evaluations and transcript types](#)

Schedule an Appointment with a Veterans Counselor

- Must complete a Veterans Education Plan for Veteran Educational Benefits
- Submit a Request for Enrollment Certification form AFTER you have met with the Veteran Resource Center Counselor

To Remain Eligible for Priority Registration, You Must:

- Declare a major and select a goal in My Portal
- Complete a New Student Orientation
- Have an education plan in DegreeWorks that includes classes for the quarter you want priority registration
- Meet the state requirements for priority registration (i.e. 2.0 GPA, less than 100 attempted credits)