

## VRC Intake Checklist

### 1. Apply for Admissions to Foothill College & Financial Aid (FAFSA)

- ☐ Apply for Admissions: <https://foothill.edu/reg/admission/apply.html>
- ☐ Apply for Financial Aid (FAFSA): <https://studentaid.gov/h/apply-for-aid/fafsa>

### 2. Apply for VA Education Benefits

- ☐ Application for VA Education Benefits (VA Form 22-1990): <https://www.va.gov/find-forms/about-form-22-1990/>
- ☐ Dependents' Application for VA Education Benefits (VA Form 22-5490) (**DEPENDENTS ONLY**):  
<https://www.va.gov/find-forms/about-form-22-5490/>
- ☐ Request for Change of Program or Place of Training (VA Form 22-1995): <https://www.va.gov/find-forms/about-form-22-1995/> (You must submit this form if you've used VA education benefits at a previous college.)

### 3. Schedule an Appointment with a School Certifying Official

- Julie Brown: <https://calendly.com/brownjulie> (Students with last name: A-M)
- Jackie Chau: <https://calendly.com/chaужacklyn> (Students with last name: N-Z)
- ☐ DD-214 Member 4 or N.O.B.E. (not applicable to Chapter 35 recipients)
- ☐ Sponsor's DD-214 Member 4 (only applicable to Chapter 35 recipients)
- ☐ Certificate of Eligibility (COE) (not applicable to Chapter 31 recipients)

### 4. Schedule an Appointment with a VRC Counselor

- Richard Saroyan: <https://calendly.com/richardsaroyan>
- Miriam Orozco: <https://calendly.com/orozcomiriam>
- ☐ Must complete a Student Education Plan to use VA Education Benefits

### 5. Submit Transcripts for Evaluation

All transcripts must be sent directly to Foothill College. Foothill College's Admissions & Records **will not accept** any official transcripts sent to the college from the student – this would be considered an unofficial transcript.

- ☐ Official Transcripts from ALL previously attended Colleges are required for [Official Transcript Evaluation](#) (For International Colleges, please contact a VRC counselor)
- ☐ Official Joint Service Transcripts (JST's) - <https://jst.doded.mil/official.html> (JST's are not applicable to members of the U.S. Air Force or Dependents using Chapter 35)
- ☐ Members of the U.S. Air Force must submit their Community College of the Air Force (CCAF) official transcript for evaluation.

### 6. To Remain Eligible for Priority Registration, You Must:

- i. Declare a Major in MyPortal
- ii. Select a goal of [transfer, degree, or certificate](#)
- iii. Complete the [New Student Orientation](#)
- iv. Meet [assessment requirements](#)
- v. Have an Education Plan in DegreeWorks (In order to fulfill this requirement, your education plan **must include** the term in which you plan to register.)
- vi. Meet the State requirements for Priority Registration (i.e., 2.0 GPA, less than 150 units, has not previously obtained a Degree, etc.)