

COMPLETING YOUR VA ENROLLMENT WITH CTC

STEP 1: Apply to the school: Complete an Application for Admission
This includes prior service, even if you are CURRENTLY ATTENDING CTC.

STEP 2: Apply to VA: Provide a copy to school if possible.
Complete one (1) of the following:

- *22-1990 Application for VA Benefits
- *22-1995 Change of Program/Place of Training
- *22-5490 Application for Survivors' & Dependents' Educational Assistance
- *22-5495 Change of Program/Place of Training for Survivors & Dependents

STEP 3: Provide documentation to school:

- *Copy of HS Diploma/GED
- *Official Transcripts from **ALL** other schools attended
- *DD 214 (member copy #4)
- *Certificate of Eligibility (COE) **REQUIRED FOR POST 9/11**
- *Additional paperwork (Kicker Info) if applicable

STEP 4: Complete Evaluation Packet: School will provide.

STEP 5: Apply for additional financial aid:

- *PELL-www.fafsa.ed.gov
- *Student Loans- www.ctcd.edu/f_aid/intro.cfm
- *MyCAA- www.ctcd.edu/militaryspouses/index.htm
Scholarship for spouses of AD servicemembers

STEP 6: Register for classes:

- *Choose a degree to pursue
- *Register online at WebAdvisor or come in office
- *Complete VA Enrollment Cert Form
- *Complete VA Withdrawal Form **if applicable**

****SCHOOL MUST BE NOTIFIED OF ONLINE REGISTRATIONS OR WITHDRAWALS****

STEP 7: Verify Enrollment: 2 ways to verify changes/no changes in your enrollment

- *On the last day of the month of your start date, call VA at 1-877-823-2378
- *Go to the VA website at www.gibill.va.gov
 - Go to GIBILL: Information for Benefits Recipients
 - Verify Your Attendance WAVE
(Web Automated Verification of Enrollment)

*****THIS IS THE ONLY WAY YOU WILL RECEIVE YOUR MONEY*****

For questions, contact the VA Certifier Ms. Perry by phone/ email.
Ph: (912) 876-4045/767-2070 Email: director.stew@ctcd.edu.

Additional numbers: VA Regional Processing Office>>888-442-4551
Changing Direct Deposit>>>> 877-838-2778

NAME: _____

VA File #/SSN: _____

Checklist for VA Student

Initial each after completion:

_____ Application for Admission

_____ Copy of HS Diploma or Transcript/GED

_____ DD 214 (member copy #4)

_____ Certificate of Eligibility (**REQUIRED FOR CHPT. 33-POST 9/11**)

_____ Application for VA Benefits (circle which one)

*22-1990 Application for VA Benefits

*22-1995 Change of Program or Place of Training

*22-5490 Application for Survivors' & Dependents' Educational Assistance

*22-5495 Change of Program or Place of Training for Survivors & Dependents

_____ Additional paperwork (Kicker Information) if applicable

_____ Evaluation/SOCAD/Degree Plan packet (school will provide)

_____ Official transcripts from other schools (if applicable)

Mail to: Central Texas College
Attn: VA Certifier
100 Knowledge Drive Ste. 141
Fort Stewart, GA 31314