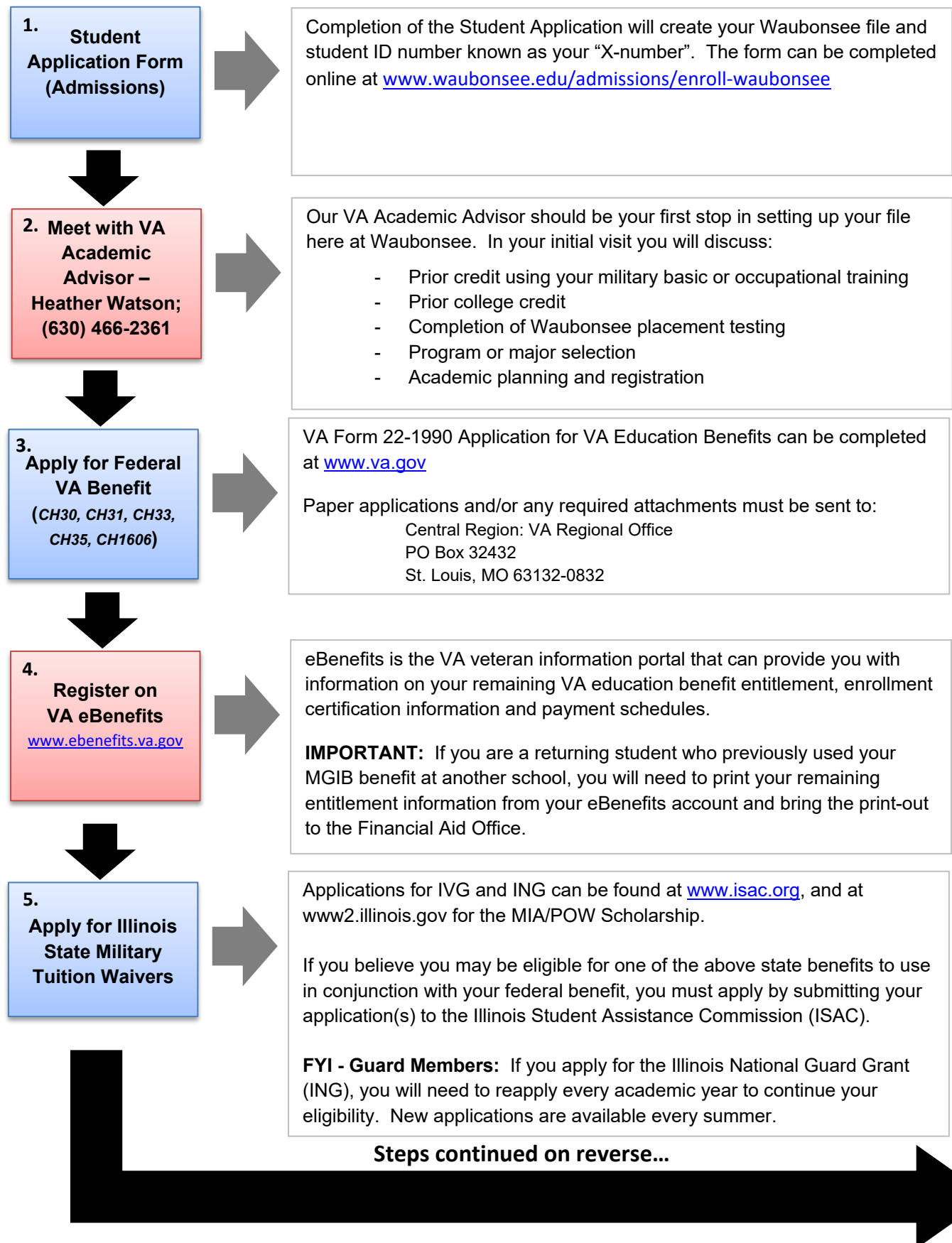




## WCC Veteran and Military Student Checklist



6. Complete Free Application for Federal Student Aid (FAFSA)

Every veteran is asked to complete the FAFSA to determine eligibility for additional aid through the federal and state grant programs. **Federal School Code: 006931**

The FAFSA can be completed at [www.studentaid.gov](http://www.studentaid.gov)

7. Certificate of Eligibility (CoE)

You must provide a copy of your Certificate of Eligibility for each benefit you wish to use.

**Dependent Students:** If you are using dependent benefit Chapter 35, you must provide the social security number of the veteran and your code number when submitting your letter to our office. **This information is considered your VA file number and is required for processing.**

8. Notify the VA of Changes

**VA Form 22-1995 Request for Change of Program or Place of Training Form** is required for transfer students. If you previously attended Waubonsee, you will not need to complete this form unless your registration gap is longer than 16 weeks.

You will also be required to complete a Transcript Evaluation Request Form (TERF) at [waubonsee.edu](http://waubonsee.edu) for schools previously attended while using your benefit. The form is located on the Student tab in the Student Forms box. **WCC will only certify ONE semester without review of prior credit.**

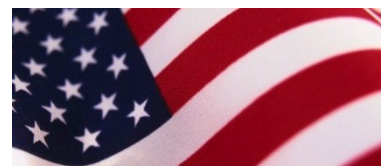
**DEPENDENTS:** You will need to complete the **22-5495 Dependents' Request for Change of Program or Place of Training Form**.

Both forms can be completed online through [va.gov/education/change-gi-bill-benefits/](http://va.gov/education/change-gi-bill-benefits/)

9. Request that Veterans' Services Notify VA of Your Enrollment

**Veteran's Enrollment Certification Request (VECR)** form, found in your mywcc account on the Veterans Services Page, must be completed every semester you wish the Financial Aid Office to certify your federal benefit (i.e. Chapter 30, Chapter 33, Chapter 31, 1606, 1607, VRAP and/or Chapter 35), and/or apply your state veteran funding (IVG, ING or MIA/POW).

**IMPORTANT:** This form must also be submitted when you add or drop courses after your semester has been certified. Failure to notify our office in a timely manner could result in a higher overpayment. Please allow for 5-10 business days for processing.



## IMPORTANT CONTACTS

*For assistance getting started, academic advising, benefit/referral information, and the evaluation of military training for college credit, please contact:*

**Heather Watson**  
Academic and Career Advisor  
Veteran Services  
Student Center, Room 278  
(630) 466-2361  
[hwatson@waubonsee.edu](mailto:hwatson@waubonsee.edu)

*For assistance with financial aid and veterans' benefits, please contact:*

**Katy Smith**  
Financial Aid Veterans Coordinator  
Student Center, Room 246  
(630) 466-5774  
[ksmith1@waubonsee.edu](mailto:ksmith1@waubonsee.edu)



Supporting  
Our Veterans

SALUTE National Honor Society for Veteran and Military College Students recognizes those earning an overall 3.0 GPA or higher. Invitations are sent out to eligible students each Fall and Spring terms.

