



THE VETERANS CHECKLIST

Veterans and other eligible persons interested in using VA Education Benefits for enrollment at Bridgerland Technical College, must **complete these steps**. Following these instructions will provide a more seamless transition into enrolling in school and accessing your education benefits.

Veterans qualifying for Vocational Rehabilitation (Chapter 31) must complete Sections 1 and 4 and submit an Authorization/Certification from their rehab counselor. Chapter 31 recipients may skip 2 & 3.

1. Select a program & complete admissions:

- Select a program.** View a list of Bridgerland's benefit eligible programs here: <http://btech.edu/students/financial-aid/va-benefits/>
- Complete the admissions requirements for your selected program.** Admissions may be met by taking and passing an assessment, or submitting acceptable ACT or SAT results. Students must have a high school diploma or GED. Individual program requirements are available online at www.btech.edu.
- Get a start date.** Most programs operate on an open-entry, open-exit basis with start dates the first Monday of each month.

Schedule a new student Orientation! If you have any questions about the college, selecting a program, meeting admissions, or getting a start date, connect with our Student Success Advisors by calling (435) 753-6780.

2. Obtain a Certificate of Eligibility:

- Submit an Application for VA Education Benefits.** Visit www.gibill.va.gov to complete the application. If you have used your education benefits at another school or in another Bridgerland program, submit a Change of Program or Place of Training form.
- Obtain a Certificate of Eligibility.** This verifies your eligibility for VA Education Benefits and is obtained directly from the Department of Veterans Affairs. It is sent to you as a result of submitting the Application for VA Education Benefits or Change of Program or Place of Training form. You may also obtain a *What our Records Show* form to verify your eligibility for VA Benefits.

Contact the **Department of Veterans Affairs** at **1 (888) 442-4551** or www.gibill.va.gov for more information and for any questions regarding your eligibility, how to apply for benefits, or how to obtain a Certificate of Eligibility. Links to benefit information and services may also be available from <https://www.benefits.va.gov>

3. Obtain documents for Prior Training evaluation:

If you have anxiety or concerns regarding your transition from service to education, or with obtaining any of these documents, reach out to fellow Veteran, Emily Floyd, in Student Services. Call (435) 750-3192 and schedule an appointment.

Veterans and other persons eligible for VA Education Benefits must obtain copies of all of the following documents:

- Obtain academic transcripts.** Obtain academic transcripts from **every** college, university, or trade school you have attended since you graduated from high school. Transcripts may be "official" or "unofficial". **Transcripts must be obtained from each school** you have attended *even schools whose credit has been accepted by and is included on transcripts from another school, and regardless of the length of time spent enrolled at the school.*

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- ❑ **Obtain military transcripts.** If you are an eligible person other than the veteran (i.e. child or spouse of Veteran), this is not required. If you are the Veteran, you must obtain a copy of your Military Transcripts even if you believe there is no information on the transcript worthy of evaluation. Access your Military Transcripts online:
 - ARMY, NAVY, MARINE CORP, & COAST GUARD: obtain a *Joint Services Transcript*. Log in to the JST website <https://jst.doded.mil> and click on the Transcripts link. *OR* visit www.acenet.edu/militaryprograms/jst and click on the “Joint Services Transcript Portal” link to request your transcript.
 - AIR FORCE: obtain your transcript at <http://www.au.af.mil/au/ccaf/>. Under the CCAF LINKS: choose “Transcripts” for transcript request options.
- ❑ **Obtain DD214.** If you are an eligible person other than the veteran (i.e. child or spouse of Veteran), this is not required. If you are the Veteran, you must obtain a copy of your DD214.

The Department of Veterans Affairs will not pay benefits for training that has previously been successfully completed. The College is required to evaluate all military and academic training completed prior to enrollment at Bridgerland and determine any credit to be assigned. This evaluation of prior training is not optional and must be completed before your enrollment will be certified. *Please DO NOT mail or email any documents to the Financial Aid Office. Mailed documents may be returned to you for your own personal recordkeeping. Emailed documents will not be maintained.*

4. Meet with the College’s VA Certifying Official:

- ❑ **Complete steps 1-3 above.** You selected a program and have met admissions for that program. You got a start date in your selected program. You obtained all of the required documents.
- ❑ **Double check!** Read each step thoroughly to be sure you have completed each requirement listed above.
- ❑ **Schedule an appointment.** No more than two weeks prior to your start date, **call** Nicole McInelly, at (435) 750-3114 **to schedule an appointment.** You must personally attend this meeting and bring with you copies of all required documents listed above. Please do not schedule an appointment until all documents have been obtained and all requirements have been met. The appointment may take about 30 minutes. You will fill out paperwork and review the policies and procedures you must adhere to for your enrollment to be certified and to maintain your VA funding.

Within days following your appointment, the college’s Certifying Official will certify your enrollment with the VA. A beginning date of enrollment will be certified as the date you begin or *began* your training program. Your benefits will expire once you are/have been enrolled the hours the VA has approved for your program minus any transfer/PTQ hours. The certified ending date reported to the VA is calculated (projected) using the hours of enrollment you are contracted each week. Your benefits will expire on the certified ending date even if you have not completed your program. If you complete your program prior to the certified ending date, your benefits will expire the date you complete your program.

You may expect your VA payments approximately two to six weeks following your appointment with Nicole. Any funds received by the school will be disbursed directly to the veteran’s student account.

Department of Veterans Affairs
1-888-GI-BILL1 or 1(888) 442-4551
www.gibill.va.gov