



# 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](http://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.

## 2. Obtain a Certificate of Eligibility:

- Apply for VA Education Benefits.** Visit [www.gibill.va.gov](http://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](http://www.gibill.va.gov) for more information and any questions regarding your eligibility, how to apply for benefits, or how to obtain a Certificate of Eligibility.

## 3. Obtain documents for prior training evaluation:

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

- 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.*

- ❑ **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](http://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.
- ❑ **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.

*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 or email Nicole McInelly, at (435) 750-3114 or [nmcinelly@btech.edu](mailto:nmcinelly@btech.edu) 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 to which you must adhere for your enrollment to be certified and to maintain your VA funding.

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 your student account.

**Department of Veterans Affairs**  
**1-888-GI-BILL1 or 1(888) 442-4551**  
**[www.gibill.va.gov](http://www.gibill.va.gov)**