

# GCC Veterans Resource Center New & Returning Veteran Student Checklist

## Step 1 — Apply or Reapply to Glendale Community College

- Complete GCC Admission Application on CCCApply.

## Step 2 — Determine Your VA Education Benefits

- Identify which VA benefit you are using (Ch.33, Ch.31, Ch.35, Ch.1606, Ch.30, etc.).
- Submit Certificate of Eligibility (COE) to the VRC by email or in-person.
- Submit the Award Letter (if using Calvet fee waiver) to the VRC
- For VR&E students: Ensure your counselor sends the Purchase Order (PO) to GCC Bookstore and Tuition Office.

## Step 3 — Submit ALL Official Transcripts (Required for VA Certification)

- Joint Service Transcripts (Army, Navy, Marines, Coast Guard):  
<https://jst.doded.mil/jst/>
- Air Force & Space Force – CCAF Transcripts:  
<https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>
- Request **ALL** external transcripts (prior colleges).
- Submit official transcripts directly to Admissions & Records.
- **Understand: External transcripts are a mandatory requirement for certification.**

## Step 4 — Complete Orientation, Placement, & Student Educational Plan (SEP)

- Complete the New Student Orientation.
- Meet with a Counselor to complete or update your SEP.

## Step 5 — Register for Classes

- Enroll in courses listed on your SEP.
- Ensure at least one in-person class and full-time standing (12 units) if using Ch.33, Ch.35 for full BAH.

**Step 6 — Submit Required VRC Paperwork**

- Submit Semester Worksheet to the VRC.
- Complete Residency Form if applicable
- Ensure it matches the correct term (Fall/Spring/Summer).
- Complete any additional VRC or VA benefit-specific forms.

**Step 7 — Certification & Enrollment Updates**

- **Notify the VRC immediately if you add or drop classes.**
- Understand schedule changes may affect BAH, tuition, or benefits.

**Step 8 — Visit the VRC for Support**

- Meet with staff for benefits assistance.
- To study, computers, and printers.
- Connect with the veteran community.

**Student Signature**

I acknowledge that I have completed or will complete all steps listed above.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Work Study: \_\_\_\_\_

Leo: \_\_\_\_\_