



# Veterans Education Benefits Checklist

Central Arizona College Veteran Services - 8470 N Overfield Rd - Coolidge, AZ 85128 - PH 520-494-5517

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## **Step 1. [Apply for VA Education Benefits:](#)**

-Got to : [www.vets.gov/education/apply-for-education-benefits](http://www.vets.gov/education/apply-for-education-benefits).

- First Time: For Veterans, please fill out VA Form 22-1990.
- Veterans Changing Schools: Please fill out VA Form 22-1995.
- Dependents/Spouses: If using Survivors and Dependents Assistance (DEA) use VA Form 22-5490. If using POST 911 as Transfer from Veteran, fill out form 22-1990E
- Dependents Changing Schools: Please fill out VA Form 22-5495.

**\*\*The application process does take 30 days to process. Please contact National Education Call Center**

## **Step 2. [Documents for Veteran Benefits Office \(SCO\):](#)**

- New Students: Complete NEW Veteran/Dependent VA Education Benefits' Admission form.
- All Students: Complete VA Certification Request Form.
- Copy of Certification of Eligibility (COE) or eBenefits page.
  - The COE will be mailed to applicant after application (22-1990/22-5490) has been approved.
  - Students completing the 22-1995 or 22-5495 will need the COE not eBenefits page.
- Unofficial copy(s) of transcript(s) of all college(s) that VA Benefits were previously used before.
  - For Veterans Only, it may be required for Joint Service Transcripts to be provided
- After meeting with Academic Advisor, submit Degree/Certification MAP to SCO.

**\*\*All transcripts will need to be on file by the second term, or SCO will terminate benefits.\*\***

## **Step 3. [Apply for Admissions:](#)**

- To begin the application process, go to [centralaz.edu/ApplyNow](http://centralaz.edu/ApplyNow) and fill out the electronic form.

## **Step 4. [Meet with Academic Advisor:](#)**

- Advisors will discuss degree/certification programs, if placement testing is required, determine what courses are applicable to help develop class schedules and create a degree plan/MAP.
- All students using VA Benefits are required to meet with an academic advisor.
- Make an appointment today for ground campus or online advising at: [centralaz.edu/advising](http://centralaz.edu/advising)

**\*\* The VA ONLY pays for courses that are applicable to the degree.\*\***

## **School Certifying Official (SCO):**

For more information regarding VA certification process or required documents, please contact the SCO at call 520-494-5517 or email [veterans@centralaz.edu](mailto:veterans@centralaz.edu).