

Instructions: Submit this completed form along with attachments noted in Step 2 to Yavapai College Veteran Services, Building 1 Room 209, 1100 East Sheldon Street, Prescott, AZ 86301; or scan and email to [vet.services@yc.edu](mailto:veterans@yc.edu). Monitor your email inbox for a response within 1 week. Once activated, we will use your secure YC email account to correspond with you, though your alternate email below may be used during start-up.

STEP 1: STUDENT INFORMATION

Beginning Semester: Fall Spring Summer 20_____

Name: _____
(Last, First, Middle)

Student ID: Y_____

Phone Number: (_____) _____ - _____

SSN: _____

Mailing Address: _____

YC Email: _____

City: _____

Alternate Email: _____

State: _____ Zip: _____ For tuition purposes I am (check one): Arizona Resident WUE Out of State

STEP 2: VA EDUCATION BENEFITS INFORMATION

Initial application for education benefits should be made directly to the VA at www.vets.gov. For best results, you should consult VA directly for guidance if you are eligible for more than one benefit, as certain benefit decisions are irrevocable. VA can be reached toll-free at 1-888-442-4551. **Please select which chapter of VA Education Benefits you will be using (check only one) and attach the documents indicated for that chapter.**

- Ch. 30:** Montgomery GI Bill (MGIB) - Active Duty
- **Certificate of Eligibility (COE).** Available from VA.
 - **DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

- Ch. 31:** VA Vocational Rehabilitation
- **VA form 28-1905.** Provided by your VA Vocational Rehabilitation case manager directly to Yavapai College.

- Ch. 33:** Post-9/11 GI Bill _____ Eligibility _____ Remaining months of eligibility _____ Delimiting Date _____
percentage (from COE) (if discharged prior to 1/1/2013)
- **Certificate of Eligibility (COE).** Access online with www.ebenefits.va.gov free premium account.
 - **DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

- Ch. 33T:** Post-9/11 GI Bill - Transfer of Entitlement (TOE)
- **Certificate of Eligibility (COE).** Access online with www.ebenefits.va.gov free premium account.

- Ch. 35:** Survivors and Dependents Educational Assistance Program [Veteran's File Number: _____]
- **Certificate of Eligibility (COE).** Available from VA.
 - **Sponsor's DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

- Ch. 1606:** Montgomery GI Bill – Selected Reserves (MGIB-SR).
Army Reserve, Army National Guard, Air Force Reserve, Air National Guard, Coast Guard Reserve, Marine Corps Reserve, Navy Reserve
- **Notice of Basic Eligibility (NOBE).** DD Form 2384, available from your Reserve/Guard unit.

- Ch. 1607:** Montgomery GI Bill – Reserve Education Assistance Program (REAP)
Eligible Guard/Reserve members who served at least 90 days active duty on or after 9/11/2001. Contact VA at 1-888-442-4551 with eligibility questions.
- **Certificate of Eligibility (COE).** Available from VA.
 - **DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

Declaration of Place of Training to VA

- I have never used my VA education benefits before. Please proceed to Step 3.
- I last used my VA education benefits at another school. If checking this option, you need to declare your new school to VA:
- Chapter 35:** Attach VA Form 22-5495 "Dependents' Request for Change of Program or Place of Training," or update VA at www.vets.gov.
 - Chapter 31:** Contact your VA Vocational Rehabilitation case manager for approval of your new school or training program.
 - All other chapters:** Attach VA Form 22-1995 "Request for Change of Program or Place of Training," or update VA at www.vets.gov.

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STEP 3: ACADEMIC PROGRAM & OFFICIAL TRANSCRIPTS

Yavapai College Program of Study: VA Education Benefits are paid for an approved (primary) program of study. Your YC Academic Advisor can help you declare a degree or certificate to help you reach your goals. Requesting benefits for concurrent enrollment in a *secondary* program requires that both programs lead to a single occupational objective. Discuss this with your academic advisor, as formal approval is required.

Primary Program of Study: _____ Associate's Degree Certificate

Official Transcripts: VA requires you to ensure that an official transcript from each postsecondary institution you have attended—including your military training transcript—is sent to your current school and evaluated for applicable transfer credit toward your degree or certificate. Doing so promptly will help you avoid potential overpayment of benefits which VA would later need to recover from you.

All official transcripts should be sent directly from each institution to the following address:

Yavapai College Office of the Registrar
1100 E. Sheldon Street
Prescott, AZ 86301

Official Military Transcripts: Indicate your service branch, and visit the website to order your official military training transcript.	
<input type="checkbox"/> U.S. AIR FORCE	Request your official transcript at http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/
<input type="checkbox"/> U.S. ARMY	Army and National Guard: LOG IN AT HTTPS://JST.DODED.MIL to order your transcript. Toll Free: 1.888.276.9472 Only if your institute is not listed should you use the following form: Official Transcript Request Form (Army)
<input type="checkbox"/> U.S. COAST GUARD	USCG Institute LOG IN AT HTTPS://JST.DODED.MIL to order your transcript. E-Mail: CGI-SMB-JST@uscg.mil Fax: 405.954.7249 In cases where an official transcript should go to a future employer, to a program manager, or to a special college program, please complete the special mailing form: Official Transcript Special Mailing Request Form
<input type="checkbox"/> U.S. MARINE CORPS	JST Technology Operations Center LOG IN AT HTTPS://JST.DODED.MIL to order your transcript. E-Mail: jst@doded.mil Fax: Comm: 850.473.6013 DSN: 753.6013 If you have problems ordering online, use the form located at: Official Transcript Request Form (Special Mail)
<input type="checkbox"/> U.S. NAVY	JST Technology Operations Center LOG IN AT HTTPS://JST.DODED.MIL to order your transcript. E-Mail: jst@doded.mil Fax: Comm: 850.473.6013 DSN: 753.6013 If you have problems ordering online, use the form located at: Official Transcript Request Form (Navy)

Official College and University Transcripts: List all prior postsecondary institutions below, and contact each to order your transcripts.			
College/University Name	City	State	Office Use Only
			<input type="checkbox"/> Reg. Accred. <input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred. <input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred. <input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred. <input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred. <input type="checkbox"/> Not Reg. Accred.

Student Declaration: I have requested that official transcripts from all prior educational institutions be sent to Yavapai College, unless otherwise instructed by YC Veteran Services. Yavapai College has my permission to exchange information about my educational records with the U.S. Department of Veterans Affairs for purposes of administering my VA education benefits. I agree to check my YC email inbox regularly once it is activated; to comply with VA and Yavapai College policies and procedures; and to notify YC Veteran Services in advance of changes to my class enrollment or academic program. I understand that after this Start-Up document is processed, the Semester Benefits Request will be required online each semester beginning with my first semester using benefits at Yavapai College. I can find instructions for this at www.yc.edu/veterans.

Signature: _____ Date: _____