Check List for Utilizing GI-Bill

1. Students must apply to Germanna Community College and have active student ID #
   - Apply online at: [www.germanna.edu](http://www.germanna.edu)
   - Verify domicile for in state tuition
   - Complete New Student Orientation in-person or online at [www.germanna.edu/orientation/](http://www.germanna.edu/orientation/)
   - *Optional* Financial Aid may be used in conjunction with GI Bill benefits. Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (School Code: 008660)

2. Apply to utilize your GI-Bill benefits at: [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)
   - Complete the VONAPP at [http://vabenefits.vba.va.gov/vonapp/default.asp](http://vabenefits.vba.va.gov/vonapp/default.asp)
   - Provide copy of Member-4 DD-214 (Veterans Only)
   - Provide copy of Certificate of Eligibility (COE) once it arrives in mail from VA.
   - Active Duty or National Guard using Tuition Assistance must provide TA Authorization Form

3. Transcripts
   - Request previous college transcripts for evaluation send to: 10000 Germanna Point Drive, Fredericksburg, VA 22408. (Unofficial transcripts may be reviewed for initial registration, but official transcripts must be evaluated in order to receive credit).

4. Meet with a Counselor/ Register for classes:
   - See your faculty advisor or counselor to review your degree check list (bring with you any previous college transcripts)
   - Meet with Student Veteran Support Specialist, 540-834-1927 *(Optional, but highly recommended)*
   - Turn in copy of Registration Certification Form (green form) **This must be turned in same day you register for classes or you will be dropped for non-payment. New form required EACH semester.**
   - Contact Veterans Mentor Program Supervisor, 540-834-1042 *(Optional, but highly recommended)*
   - Contact Credit for Prior Learning Specialist, 540-834-1943 *(Optional, but highly recommended)*
   - Register for College Central Network at: [www.collegecentral.com](http://www.collegecentral.com)

5. Transfer Students
   - Provide copy of current Certificate of Eligibility (COE)
   - Complete form VA 22-1995 Change of Program Place of Training Form (Can be done online via VONAPP)

6. Guest Students: students attending another college or university wanting to take a transfer course here at GCC need to provide:
   - Guest Letter (supplemental letter from the parent school)
   - Certificate of Eligibility (COE)

Veteran Affairs Education Services
540-891-3023
Vservices@germanna.edu
[www.germanna.edu/veterans/](http://www.germanna.edu/veterans/)

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<thead>
<tr>
<th>Fredericksburg</th>
<th>Locust Grove</th>
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<tbody>
<tr>
<td>Mon. 8:30am – 7:00pm</td>
<td>First and Third Monday 8:30am – 7:00pm</td>
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<tr>
<td>Tues. 8:30am – 5:00pm</td>
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<td>Wed. 8:30am – 5:00pm</td>
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Updated 3/14/2016