



Check List for Utilizing GI-Bill

1. Students must apply to Germanna Community College and have active student ID #

- _____ Apply online at: www.germannna.edu
- _____ Verify domicile for in state tuition
- _____ Complete New Student Orientation in-person or online at www.germannna.edu/orientation/
- _____ *Optional* Financial Aid may be used in conjunction with GI Bill benefits. Apply at www.fafsa.ed.gov
(School Code: 008660)

2. Apply to utilize your GI-Bill benefits at: www.benefits.va.gov/gibill/

- _____ Complete the VONAPP at <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 military transcripts at: <https://jst.doded.mil/smart/> or Community College of the Air Force (CCAF) for USAF at: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>.
- _____ 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

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@germannna.edu
www.germannna.edu/veterans/

Fredericksburg				Locust Grove	
Mon.	8:30am – 7:00pm	Thurs.	8:30am – 7:00pm	First and Third Monday	8:30am – 7:00pm
Tues.	8:30am – 5:00pm	Fri.	8:30am – 3:00pm		
Wed.	8:30am – 5:00pm				