

Military Benefits Processing

Steps to Request Certification for VA Education Benefits

- Apply to the college online** at <https://mgccc.edu/>
 - Clear Admissions
 - Submit all official transcripts (school/college) and military transcript (if the service member)
- Apply for VA benefits** <https://www.va.gov/> print confirmation - If eligible for benefits, you will receive a **Certificate of Eligibility** (COE) from the VA a few weeks after applying for benefits
- Submit all required documents to Military Benefits Processing:**
 - Certificate of Eligibility (COE) new students - submit via email va.benefits@mgccc.edu certification will not be complete until we receive your COE but we will start the process)
 - Verification of Enrollment (VOE) – complete VOE form online to request VA Certification.
<https://mgccc.edu/enroll/apply-now/military-students/>
 - Degree Plan
 - Guest letter (*if attending two colleges at the same semester*)
- Apply for Financial Aid (optional) (students can use financial aid and VA benefits at the same time)**
- Contact the Enrollment Services Center on your campus to make an appointment for advisement**
<https://mgccc.edu/enroll/registration/enrollment-services>
- Register for Classes – Important** - Before scheduling courses, please review **Top Things VA Students Need to Know** <https://mgccc.edu/enroll/apply-now/military-students/>
 - Let your advisor know you are using VA Education benefits
 - Follow your program plan, courses not required for your program of study or MGCCC graduation are not eligible for certification and you will be responsible for all tuition and fees associated with that class
 - Repeat courses – The VA will not allow certifications for courses previously passed with a “D” or better unless a “C” is required to enter an MGCCC program
 - If you are following a career/Technical (Excellerated) program - while taking your program classes, academic courses will not be eligible for certification; therefore, you will be responsible for any tuition and fees associated with the academic courses. Once you complete the program courses, if you choose to work toward an Associate of Applied Science degree, the academic courses required may be eligible for certification.
 - If you withdraw from classes after certification and/or after class begins you will be responsible for all tuition and fees associated with the class. You will also be responsible to the VA for housing and book stipend associated with the class.
- SUBMIT A VERIFICATION OF ENROLLMENT FORM EVERY SEMESTER YOU WOULD LIKE TO USE VA BENEFITS.**

IMPORTANT: Notify Military Benefits Processing Center ASAP if you make any adjustments to your schedule or major. Please complete the Schedule Change Form on the military services webpage <https://mgccc.edu/enroll/apply-now/military-students/> If changes are made after classes begin, changes must also be reported to the instructor.

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