

# MILITARY BENEFITS PROCESSING

## Steps to Request Certification for VA Education Benefits

[mgccc.edu/military-students](http://mgccc.edu/military-students) • [military.benefits@mgccc.edu](mailto:military.benefits@mgccc.edu) • 228-897-9261

### STEP 1: Apply for VA Benefits

- Visit **[www.va.gov](http://www.va.gov)** and print your confirmation.
- If eligible for benefits, you will receive a **Certificate of Eligibility (COE)** from the VA up to 30 days after applying for benefits.

### STEP 2: Submit all required documents to Military Benefits Processing

- New Students - submit your **Certificate of Eligibility (COE)** via email [military.benefits@mgccc.edu](mailto:military.benefits@mgccc.edu). Certification will not be complete until we receive your COE, but we will start the process.
- Request and submit your **official military transcript** if you are the service member. You will choose to have them sent to the campus you are attending.

Army, Navy, and Marines: [jst.doded.mil/jst](http://jst.doded.mil/jst)

Air Force: [parchment.com/u/registration/33593/institution](http://parchment.com/u/registration/33593/institution)

- Guest letter from your University (if attending two colleges during the same semester).

### STEP 3: Register for classes

- Visit an Enrollment Center closest to you. *Important: Before scheduling courses, please review "Top Things VA Students Need to Know" on the reverse side.*
- Confirm with your advisor that you are using VA Education Benefits.  
*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 any housing and book stipend associated with the class.*
- Visit [mgccc.edu/military](http://mgccc.edu/military) to complete your Verification of Enrollment (VOE) form to request VA Certification. **\*\*Submit a VOE form every semester you wish to use VA Benefits.\*\***

### IMPORTANT INFORMATION

Notify Military Benefits Processing Center ASAP if you make any adjustments to your schedule or major. Please complete the Schedule Change Form at [mgccc.edu/military/schedule-change](http://mgccc.edu/military/schedule-change). If changes are made after classes begin, changes must also be reported to the instructor.