



Financial Aid/EOPS/Veterans Services Office • 2277 Napa-Vallejo Highway, Napa, CA 94558  
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## VETERAN EDUCATION BENEFIT CHECK-LIST

Welcome to the Veteran Affairs (VA) Educational Benefits Program at Napa Valley College (NVC). We will make every effort to ensure that you receive the benefits to which you are entitled. In order to make the process go as smoothly as possible, the following steps must be completed before your paperwork can be processed.

- APPLY FOR VETERANS BENEFITS:** You can apply for your veteran's benefits through VONAPP at; <http://vabenefits.vba.va.gov/vonapp/main.asp>. Provide a copy of your VA Certificate of Eligibility to the School Certifying Official in the Financial Aid/EOPS/Veterans Services Office upon receipt.
- |                             | <b>Initial Application:</b> | <b>Transfer Students:</b> |
|-----------------------------|-----------------------------|---------------------------|
| Chapter 30, 33, 1606, 1607: | VA form 22-1990             | VA form 22-1995           |
| Chapter 35:                 | VA form 22-5490             | VA form 22-5495           |
| Chapter 31:                 | VA form 28-1900             |                           |
- APPLICATION AND ORIENTATION:** Apply to NVC and complete the online orientation at <http://www.napavalley.edu/>. Click on ENROLL NOW.
- PLACEMENT TESTS:** Take the Math and English Placement Tests at the Testing & Tutoring Center, Building 1700, Rm. 1764 (Library and Learning Resource Center). Provide a copy of your test scores to the School Certifying Official in the Financial Aid Office.
- TRANSCRIPTS:** Official transcripts from all previously attended colleges, universities, vocational schools, and military institutions must be submitted to the Financial Aid Office in Building 1100, Room 1132. Official Transcripts will be submitted to the Transcript Evaluator. Educational benefits will not be certified until all applicable official transcripts have been submitted and evaluated. List prior colleges, universities, vocational schools, and military colleges:
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- MILITARY CREDIT:** Military Credit must be evaluated by the Admissions and Records Office. Please submit a copy of your DD-214, Member Copy-4, or NOBE (Reservists) to the School Certifying Official in Financial Aid Office.
- VETERANS' EDUCATIONAL PLAN:** Once transcripts and DD- 214 are evaluated and test scores are available, make an appointment with the Student Veterans Counselor, Lynda Monger. She is located in the Counseling Center in Building 1300, Phone number (707) 256-7232 or 7220. A new Educational Plan must be developed with the Student Veterans Counselor each time the educational goal changes.
- FAFSA:** (Recommended) Apply for FAFSA using the school code 001247 (<http://www.fafsa.ed.gov>). Applying for FAFSA will not affect your VA Benefits.
- ENROLLMENT CERTIFICATION:** Complete the Enrollment Certification Request (ECR) form and turn it in at the Financial Aid/EOPS/Veterans Services Office. ECR forms can be found at the Financial Aid Office or at the Veterans Resource Center in building 1200, room 1233. After turning in the ECR form, report all class load changes to the Veteran Services Office. The VA Certifying Official receives a weekly report of your class load and *any changes will be reported to the VA Regional processing office without prior notice.*
- CLASS REGISTRATION:** Register for classes using WebAdvisor at <http://www.napavalley.edu/WebAdvisor/>. Courses will be certified only if they appear on the approved educational plan (and all prerequisites are met).

**I have read and understand each section listed above. I understand that it is my responsibility to turn in all necessary paperwork to the designated NVC departments and that missing items may adversely affect the benefits which I am eligible for.**

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Student's Signature

\_\_\_\_\_  
Date