



Veteran Services  
 One Angwin Avenue  
 Angwin, CA 94508

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 veteransco@puc.edu  
[puc.edu/veterans](http://puc.edu/veterans)

## VETERAN BENEFITS

### VETERAN EDUCATION BENEFIT CHECK-LIST

Welcome to the Veteran Affairs (VA) Educational Benefits Program at Pacific Union College (PUC). 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 at; [va.gov/education/how-to-apply](http://va.gov/education/how-to-apply). Provide a copy of your VA Certificate of Eligibility to the School Certifying Official in the Records/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:** Apply to PUC at [puc.edu/apply-now](http://puc.edu/apply-now). Click on APPLY NOW.

**TRANSCRIPTS:** Official transcripts from all previously attended colleges, universities, vocational schools, and military institutions must be submitted to the Admissions Office in Graf Hall. 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:

**PLACEMENT TESTS:** (If Applicable) Take the Math and English Placement Tests at the Student Success Center, provide a copy of your test scores to the School Certifying Official in the Records Office.

**MILITARY CREDIT:** Military Credit must be evaluated by the Admissions and Records Office. Please submit a copy of your DD214/Member Copy-4, or NOBE (Reservists) to the VA Certifying Official in the Records Office.

**VETERANS' EDUCATIONAL PLAN:** Once transcripts and DD214 are evaluated and test scores are available, make an appointment with the VA Certifying Official; Phone number (707) 965-6676. A new Educational Plan must be developed with the VA Certifying Official and Academic Counselor each time the educational goal changes.

**FAFSA:** (Recommended) Apply for FAFSA using the school code 001258 ([fafsa.ed.gov](http://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 Records/Veterans Services Office. ECR forms can be found in the Records/Veterans Services Office or online at [puc.edu/veterans](http://puc.edu/veterans). 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 Flashlight at [flashlight.puc.edu](http://flashlight.puc.edu). Courses will be certified only if they appear on the approved educational plan.

*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 PUC departments and that missing items may adversely affect the benefits which I am eligible for.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_