

Checklist for Veterans Benefits

Name: _____ **Student ID No.** _____

Please Note: Every step of the checklist must be completed in order to start your file and certify your educational benefits. We will **not** hold on to copies of documents or incomplete paperwork while your checklist is being completed. Initial each item as you complete the requirement and return this checklist along with your documents.

- ☐ Apply to Wake Technical Community College by visiting Admissions in person or by going to: <http://www.waketech.edu/become-student>. Make sure you complete the entire admissions process which may include completing the Residency Determination Service (RDS), ordering your official transcripts, testing, and meeting with an Advisor. You must be officially accepted into a program of study.
- ☐ Please make sure to set up your WTCC student email. All WTCC VS correspondence will be sent to this account.
- ☐ Your official transcripts from high school and every college and university you have attended in the past must be on file with WTCC. This includes your transcripts from your military training (SMART, AARTS, CCAF, etc.). Information on ordering those transcripts can be found at <https://jst.doded.mil/smart/welcome.do>. You are required by federal law to disclose all colleges you have attended and provide transcripts from those schools. We will waive the high school requirement if you have an Associate's degree or higher. Please indicate previous degree received _____.
- ☐ Apply for your VA educational benefits at <http://www.gibill.va.gov>. After you have submitted your application online, provide a copy of the confirmation page to our office. If you have already applied for the benefit and received a "Certificate of Eligibility", then provide the "Certificate of Eligibility" to us in lieu of the application.
- ☐ Veterans who have served on active duty are asked to provide a copy of their DD214 – member 4 copy. Additionally, members of the Selected Reserve or National Guard are asked to provide a copy of their DD2384, Notice of Basic Eligibility (NOBE).
- ☐ Complete and provide Form 816 – VA Educational Benefits Request Form and Form 418 – Information for Veterans, Reservists, and Dependents. Both forms are found on the WTCC website or: <http://www.waketech.edu/student-services/veterans-affairs>.

Once you have verified that your transcripts have all arrived and your checklist has been completed, submit your completed checklist accompanied by the required documents to Veteran Services located in building L on Southern Campus and building C on Northern Campus.

Please note: It is your option to apply for Financial Aid. Veteran's education benefits will not affect your financial aid. We strongly encourage you to complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. For more information visit: <http://www.financialaid.waketech.edu>.

Signature: _____ **Date:** _____