



Submit this form and supporting documents in person; or online using the "Secure Uploader" at www.yc.edu/secureupload; or by U.S. mail to: Yavapai College VET Services, 1100 E. Sheldon Street, Prescott, AZ 86301 | Web: www.yc.edu/veterans | Email: vet.services@yc.edu | Phone: 928-717-7613

STEP 1: STUDENT INFORMATION

Beginning Semester: Fall Spring Summer 20\_\_

Name: Last First Middle Initial YC Email: Username @scholar.yc.edu

Mailing Address: Alternate Email:

City: State: Zip: Student ID (Y Number):

Phone Number: SSN:

For tuition purposes I am (check one): Arizona Resident Out-of-State Resident Western Undergraduate Exchange (WUE)

NOTE: New students should visit www.yc.edu/residency for help establishing your eligibility for in-state tuition rates.

STEP 2: VA EDUCATION BENEFITS

If you have not yet been approved for an education benefit, apply online at www.va.gov. For best results, consult VA toll-free at 1-888-442-4551 for guidance before applying, as certain benefit decisions are irrevocable. Once approved for a benefit, submit this form

Please select which chapter of VA Education Benefits you will be using (check only one) and attach the documents indicated for that chapter.

Ch. 30: Montgomery GI Bill (MGIB) - Active Duty
Certificate of Eligibility (COE). Available from VA. DD-214 (Member-4 copy). (If needed to establish in-state residency for tuition.)

Ch. 31: VA Veteran Readiness & Employment (VRE)
VRE Approval. Purchase Order (PO) from your VRE case manager to YC. DD-214 (Member-4 copy). (If needed to establish in-state residency for tuition.)

Ch. 33: Post-9/11 GI Bill Eligibility percentage Remaining Entitlement Delimiting Date
Certificate of Eligibility (COE). Or "Statement of Benefits" available at www.va.gov. DD-214 (Member-4 copy). (If needed to establish in-state residency for tuition.)

Ch. 33T: Post-9/11 GI Bill - Transfer of Entitlement (TOE)
Certificate of Eligibility (COE). Available from VA by calling 1-888-442-4551. Sponsoring Veteran's DD-214 (Member-4 copy) if available. Certificate of Release or Discharge from Active Duty.

Ch. 35: Survivors and Dependents Educational Assistance Program [Veteran's File Number (SSN): ]
Certificate of Eligibility (COE). Obtain an updated COE if needed by updating your benefits at www.va.gov. Sponsoring Veteran's DD-214 (Member-4 copy) if available. Certificate of Release or Discharge from Active Duty.

Ch. 1606: Montgomery GI Bill - Selected Reserves (MGIB-SR)
Army Reserve, Army National Guard, Air Force Reserve, Air National Guard, Coast Guard Reserve, Marine Corps Reserve, Navy Reserve.
Certificate of Eligibility (COE). Available from VA by calling 1-888-442-4551.

STEP 3: DECLARATION OF PLACE OF TRAINING. Check one box and follow the instructions.

I have never used my VA education benefits before. Proceed to Step 4 on next page.
I last used my VA education benefits at Yavapai College. Last term attended (semester/year):
I last used my VA education benefits at another school. Declare Yavapai College as your new school to VA:

- Chapter 31: Contact your VA Vocational Rehabilitation case manager for approval of your new school or training program.
All other chapters: Visit www.va.gov and click "Change your current education benefits" to declare Yavapai College as your new place of training. If attending YC as a Guest Student (see next page), your place of training should be your primary school instead.

## STEP 4: ACADEMIC PROGRAM

**Yavapai College Program of Study:** VA Education Benefits are payable only for courses that fulfill requirements on an approved (primary) program of study. Your YC Academic Advisor can help you declare a degree or certificate appropriate for your goals. Approval to receive benefits for concurrent enrollment in *two programs* requires that both programs lead to a single occupational goal. Contact us for help requesting dual program approval if needed.

Check only one option below.

- YC Primary Program of Study: \_\_\_\_\_ Associate's Degree Certificate
- I am taking classes as a **Guest Student** at Yavapai College (pursuing a degree at another school). **Instructions:** Contact your primary school's VA Certifying Official to request a Primary School Letter be sent to [vet.services@yc.edu](mailto:vet.services@yc.edu).
- Primary School: \_\_\_\_\_.

## STEP 5: OFFICIAL TRANSCRIPTS

**Official Transcripts:** VA requires you to ensure that an official transcript from each postsecondary institution you have attended—including your military training transcript—is sent to your current school and evaluated for applicable transfer credit toward your degree or certificate. Doing so promptly will help you reach your goals more efficiently and avoid possible overpayment of benefits which VA would later need to recover from you. **All official transcripts should be sent directly from each institution to the following address:**

Yavapai College Office of the Registrar  
1100 E. Sheldon Street  
Prescott, AZ 86301

**Official Military Transcripts:** Select your service branch, and visit the corresponding website to order your official military training transcript.

<input type="checkbox"/> U.S. AIR FORCE	Request your official transcript online: <a href="https://www.airuniversity.af.mil/BARNES/CCAF/DISPLAY/ARTICLE/803247">HTTPS://WWW.AIRUNIVERSITY.AF.MIL/BARNES/CCAF/DISPLAY/ARTICLE/803247</a>
<input type="checkbox"/> U.S. ARMY	Request your official transcript online: <a href="https://jst.doded.mil/">HTTPS://JST.DODED.MIL/</a>
<input type="checkbox"/> U.S. COAST GUARD	
<input type="checkbox"/> U.S. MARINE CORPS	
<input type="checkbox"/> U.S. NAVY	

**Official College and University Transcripts:** List all prior postsecondary institutions below, and contact each to order your transcripts.

College/University Previously Attended	City	State	Office Use Only	
			<input type="checkbox"/> Reg. Accred.	<input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred.	<input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred.	<input type="checkbox"/> Not Reg. Accred.
			<input type="checkbox"/> Reg. Accred.	<input type="checkbox"/> Not Reg. Accred.

*Include additional schools on a separate page if needed.*

**Student Declaration:** I understand that I must contact each prior college or university attended to request that my **official transcripts** be sent to Yavapai College (YC), unless otherwise instructed by YC VET Services. YC has my permission to exchange information about my educational records with the U.S. Department of Veterans Affairs for purposes of administering my education benefits. I agree to check my **YC email inbox** regularly upon activation; to comply with VA and YC policies and procedures; and to notify YC VET Services in advance of changes to my class enrollment or academic program. I understand that after this Start-Up document is processed, I must submit an online **Semester Benefits Request** each semester beginning with my first semester using benefits at Yavapai College. A **Veterans Payment Plan** is also required each semester to defer the up-front cost of tuition, fees, and bookstore charges. I am encouraged to submit a **Free Application for Federal Student Aid** ([www.fafsa.gov](http://www.fafsa.gov)) for additional financial resources each year. I can find more support and information at [www.yc.edu/veterans](http://www.yc.edu/veterans) or by contacting YC VET Services.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only. Startup Tasks →	M-Files	SGASTDN	SGASADD	SOAPCOL	VAONCE	Email Semester Checklist
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