

Submit this form and supporting documents in person; by FAX; by U.S. mail; or online using the "Secure Uploader" at [www.yc.edu/veterans](http://www.yc.edu/veterans).  
1100 E. Sheldon Street, Prescott, AZ 86301 | Web: [www.yc.edu/veterans](http://www.yc.edu/veterans) | Phone: 928-717-7613 | Email: [veterans@yc.edu](mailto:veterans@yc.edu) | FAX 928-717-7874

**STEP 1: STUDENT INFORMATION**

Beginning Semester:  Fall  Spring  Summer 20\_\_\_\_

Name: \_\_\_\_\_ Student ID: Y\_\_\_\_\_

(Last, First, Middle)

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ YC Email: \_\_\_\_\_

City: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ For tuition purposes I am (check one):  Arizona Resident  WUE  Out of State

**STEP 2: VA EDUCATION BENEFITS INFORMATION**

Initial application for education benefits should be made directly to the VA at [www.va.gov](http://www.va.gov). For best results, you should consult VA directly for guidance if you are eligible for more than one benefit, as certain benefit decisions are irrevocable. VA can be reached toll-free at 1-888-442-4551. **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).** Certificate of Release or Discharge from Active Duty.

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- Ch. 31:** VA Vocational Rehabilitation & Employment (VRE)
  - **VRE Approval** (Purchase Order provided by your VRE case manager directly to Yavapai College).
  - **DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

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- Ch. 33:** Post-9/11 GI Bill® \_\_\_\_\_ Eligibility percentage Remaining Entitlement \_\_\_\_\_ months \_\_\_\_\_ days Delimiting Date \_\_\_\_\_ (if discharged prior to 1/1/2013)
  - **Certificate of Eligibility (COE).** Available at [www.va.gov](http://www.va.gov).
  - **DD-214 (Member-4 copy).** Certificate of Release or Discharge from Active Duty.

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

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

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- 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.*
  - **Notice of Basic Eligibility (NOBE).** DD Form 2384, available from your Reserve/Guard unit.

**STEP 3: DECLARATION OF PLACE OF TRAINING**

- I have never used my VA education benefits before. Please proceed to **Step 4**.
- 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. If checking this option, you need to declare 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](http://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, your place of training should be the primary school instead.

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## STEP 4: ACADEMIC PROGRAM & OFFICIAL TRANSCRIPTS

**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. To receive benefits for concurrent enrollment in a *second* program requires that both programs lead to a single occupational goal. Contact us for help requesting formal approval if needed.

Primary Program of Study: \_\_\_\_\_  Associate's Degree  Certificate

I am a **Guest Student** at Yavapai College (pursuing a degree at another school). Primary School: \_\_\_\_\_

**Instructions:** Contact this school's VA Certifying Official to request a Primary School Letter be sent to [vet.services@yc.edu](mailto:vet.services@yc.edu).

**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 avoid potential 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

<b>Official Military Transcripts:</b> Indicate your service branch, and visit the website to order your official military training transcript.	
<input type="checkbox"/> U.S. AIR FORCE	<b>Request your official transcript online:</b> <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	<b>Request your official transcript online:</b> <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	

<b>Official College and University Transcripts:</b> 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.
			<input type="checkbox"/> Reg. Accred.	<input type="checkbox"/> Not Reg. Accred.

**Student Declaration:** I have requested that official transcripts from all prior educational institutions be sent to Yavapai College, unless otherwise instructed by YC Veteran Services. Yavapai College has my permission to exchange information about my educational records with the U.S. Department of Veterans Affairs for purposes of administering my VA education benefits. I agree to check my YC email inbox regularly once it is activated; to comply with VA and Yavapai College policies and procedures; and to notify YC Veteran Services in advance of changes to my class enrollment or academic program. I understand that after this Start-Up document is processed, the Semester Benefits Request will be required online each semester beginning with my first semester using benefits at Yavapai College. A Veterans Payment Plan is available to me for deferring 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. I can find instructions for all of this at [www.yc.edu/veterans](http://www.yc.edu/veterans).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only. Startup Tasks →	Scanned	VUB	SBR/VPP	M-FILES	SGASTDN	SGASADD	SOAPCOL	VAONCE
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