

# MY FIRST TIME USING VETERANS BENEFITS CHECKLIST

Use this checklist if this is the **first time** you are using Veterans benefits at Harper College. Please submit all requested documents to the One Stop, Room A250, [onestop@harpercollege.edu](mailto:onestop@harpercollege.edu) or fax to 847.925.6928.

## ◆ APPLY FOR ADMISSIONS TO HARPER COLLEGE

- ◆ An application fee waiver fee is available through Admissions.

## ◆ SUBMIT DD 214 (MEMBER-4 COPY)

- ◆ Complete only if your federal benefits are in process.

## ◆ APPLY FOR VA EDUCATION BENEFITS

- ◆ Complete the [Application for VA Education Benefits \(Form 22-1990\)](#) online application for FEDERAL benefits.
  - If you are a dependent, follow the prompts to apply on eBenefits.
- ◆ There are separate applications for the Illinois National Guard Grant and Illinois Veterans Grant. You can find these on the Illinois Student Assistance Commission's website at [www.isac.org](http://www.isac.org). VONAPP does not apply to state benefits.

## ◆ EXPLORE YOUR ELIGIBILITY FOR FINANCIAL AID FUNDS

- ◆ You can apply for Federal Financial Aid and Scholarship funds even if you are utilizing Veterans benefits.
- ◆ [Review and apply online](#) for Harper College scholarships.
- ◆ To be considered for Federal Financial Aid, complete the online Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use Harper College's School Code **003961**.

## ◆ PROVIDE COPIES OF ALL CERTIFICATES OF ELIGIBILITY FOR ANY BENEFIT(S) USED AT HARPER

- ◆ Any time your eligibility changes, you should request a new Certificate of Eligibility and provide an updated copy to the college.
- ◆ If you are using the Illinois National Guard Grant, you are required to reapply for the benefit every academic year and we require a new Certificate of Eligibility every academic year.

## ◆ SUBMIT YOUR TRANSCRIPTS

- ◆ Contact Maxine Souza ([msouza@harpercollege.edu](mailto:msouza@harpercollege.edu) in the Registrar's Office) regarding questions about Military Transcripts/transferrable credits.
- ◆ See Joint Services Transcripts (<https://jst.doded.mil/official.html>) about retrieving military transcripts.

## ◆ MEET WITH AN ACADEMIC ADVISOR AND SUBMIT ACADEMIC PLAN

- ◆ This can be obtained during New Student Orientation or during your meeting with a counselor from the Academic Advising and Counseling Center.

## ◆ REGISTER FOR CLASSES

- ◆ Submit the online [Veterans Enrollment Certificate \(VEC\)](#).
- ◆ VECs must be submitted after registration for EVERY semester you intend to utilize benefits while enrolled at Harper. VECs should also be submitted any time a class is added or dropped from your schedule.

## ◆ PAYMENT COMMITMENT

- ◆ All students are required to make payment arrangements at the time of registration. Students that utilize Veterans benefits that are applied directly to Harper (see below) will **NOT** need to arrange payment methods at time of registration, however, if there is a remaining balance after your benefits have posted you will be responsible for covering those expenses. Those utilizing Veterans benefits not listed below will be responsible for committing to a payment method at time of registration.
- ◆ Tuition benefits sent directly to Harper:
  - Chapter 33 Post 9/11 GI Bill®
  - Chapter 31 Vocational Rehabilitation and Employment
  - Illinois Veterans Grant
  - Illinois National Guard Grant
  - MIA/POW Scholarship
  - Military Tuition Assistance

Contact the One Stop, Building A, Room A250, 847.925.6710, [onestop@harpercollege.edu](mailto:onestop@harpercollege.edu) if you need assistance or would like to speak with a Veterans expert.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.