CHECKLIST FOR
Student Veterans

1 Apply for GI Bill Benefits

Go to the VA website:
www.va.gov/education/how-to-apply

Beneath **"How do I apply?"**, select **"Find your education benefits form"** and complete the application to receive a Certificate of Eligibility (COE). If done correctly, the final page will contain a confirmation number for your COE. Print this page for your records.

VA will review application and issue applicant a letter.

2 Complete and submit Admissions Application

If you have not already been accepted to Carroll Community College, apply at **carrollcc.edu/apply**.

If you have any questions regarding the Admissions process, contact Jen Wheeler, Admissions Counselor—Military Students, at **jwheeler2@carrollcc.edu** or **410-386-8410**.

3 Request transcripts from other colleges

Official transcripts from any previously attended college should be mailed to the Records Office for an official evaluation for transfer:

Carroll Community College, Records Office
1601 Washington Road, Ste. A112
Westminster, MD 21157

4 Request Military Transcript

Army/Navy/Marines/Coast Guard—Joint Services Transcript (electronically submitted)

Air Force—Air University/Community College of the Air Force (mail to address below)

Carroll Community College, Records Office
1601 Washington Road, Ste. A112
Westminster, MD 21157

For more information on Military Transcripts, go to **carrollcc.edu/transcript-requests.**

5 Submit the Free Application for Federal Student Aid (FAFSA)

Visit **www.studentaid.gov.** Enter School Code: **031007**

✓ CHECKLIST FOR
Student Veterans (continued)

6 Meet with VA Certifying Official at Carroll ☐

Stop by the **Financial Aid Office (A114)** or contact Melissa Moore, VA Certifying Official, at **mmoore@carrollcc.edu** or **410-386-8456**.

Bring the following forms to your meeting:
- ☐ DD214
- ☐ VA GI Bill Certificate of Eligibility (COE) or copy of benefits on E-Benefits

7 If you have a documented disability, contact Disability Support Services regarding academic accommodations. ☐

Send your documentation to:
Carroll Community College
Office of ADA Support Services
1601 Washington Road, A101
Westminster, MD21157

Or deliver your documentation to the Joe Tatela, Director of Disability Support Services, in Room A101.

8 Stay connected on social media! ☐

Follow Carroll Community College on Facebook and Instagram.

Important Veteran Contacts at Carroll Community College:

Admissions Counselor–Military Students, Veterans Affairs and Chapter Advisor, SALUTE Veterans National Honor Society
Jen Wheeler
jwheeler2@carrollcc.edu | 410-386-8410

VA Certifying Official
Melissa Moore
mmoore@carrollcc.edu | 410-386-8456

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