



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.

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

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.

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

8 Stay connected on social media!

Follow Carroll Community College on Facebook and Instagram.

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 Joe Tatela, Director of Disability Support Services, in Room A101.

Important Veteran Contacts at Carroll Community College:

Advising Coordinator
Career Programs and Military Affiliated Student
Jen Wheeler
jwheeler2@carrollcc.edu | 410-386-8410

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

Admissions Counselor – Advisor
Veterans Affairs and Chapter Advisor
SALUTE Veterans National Honor Society
Chris McLean, MA, GTE
US Army, Retired
cmclean3@carrollcc.edu | 410-386-8418

092-02-25 1124 REC

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 website at <https://www.benefits.va.gov/gibill>.

