Checklist for Veteran/Military Benefits

1. **Apply for Admission** – Preferably, at least 30 days before the semester begins:
   - If you attended PDCCC in the past and it has been more than 3 years you will need to reapply for admissions. Your completed application will indicate your Student ID number, and MyPDCCC username.
   - Use temporary password within 30 days of applying, else follow directions on webpage.

2. **Log into MyPDCCC to set up student email** – immediately after Admissions application is filed

3. **Apply with the Department of Veteran Affairs at** [https://www.vets.gov/education/apply/](https://www.vets.gov/education/apply/) – immediately after Admissions application is filed
   - Print a copy of the confirmation number once you have applied
   - Please allow 30 days for the VA to process your benefit request
   - The VA will send you a Certificate of Eligibility in 4-6 weeks. We will also accept The Post 9/11 GI Bill Statement of Benefits which can be downloaded through [www.vets.gov](http://www.vets.gov). Dependents can view and print the Education Enrollment Status page from [https://www.ebenefits.va.gov](https://www.ebenefits.va.gov), which contains the same information.
   - Provide copy of these documents and your DD-214 to PDCCC Certifying Official

4. **If you have used your benefits elsewhere** - immediately after VA application is filed:
   - You will need to notify the VA of your new school as follows:
     - Dependents’ Request for Change of Program or Place of Training (VA Form 22-5495) [https://www.vets.gov/education/apply-for-education-benefits/application/5495/introduction](https://www.vets.gov/education/apply-for-education-benefits/application/5495/introduction)
   - Provide confirmation number to VA certifying Official.
   - You may be eligible for VA Educational and Career Counseling (Chapter 36). Learn more at [https://www.va.gov/careers-employment/education-and-career-counseling/](https://www.va.gov/careers-employment/education-and-career-counseling/)

5. **Apply for Financial Aid and Scholarships** - immediately after VA application is filed:
   - Apply online for Federal Pell Grant at – [www.fafsa.gov](http://www.fafsa.gov) *(our school code is 009159)*
   - Please note: The federal government does an initial review for eligibility. ONLY AFTER the PDCCC FINANCIAL AID REVIEW, and completion of any required paperwork, is a financial aid award made.
     - Federal aid requires a high school diploma or GED.
     - Award updates are provided via PDCCC student email.
   - Students wishing to borrow a federal or private loan will be contacted by our Loan Officer to discuss financial aid options under Title IV of the Higher Education Act.

6. **Submit the following to Admissions** - within 2 semesters:
   - GED/High School, College, & Military Transcripts

7. **Each Semester you will be required to submit** - as soon as possible, no later than 30 days after start of term (the sooner you submit it, the sooner we can certify you):
   - Copy of class Schedule
   - Copy of Advisement Transcript (directions attached)

⚠️ **You must contact the VA Certifying Official immediately if you Drop or Withdraw from a class(es).**
How to Print an Advisement Transcript

1. Go to www.pdc.edu > click on My PDCCC
2. Login using your Username and Password
3. Click on SIS (Student Information System)
4. Click on Student Center
5. Under Academics, click on the drop down menu
6. Choose Academic Requirements and click the double arrow
7. Click (Note: turn off pop-up blocker if it doesn’t load)
8. Print PDF version of your Advisement Transcript, which looks like this: