



# Veteran's New Applicant Checklist

VA Certifying Official: **Michael Lau**  
Phone: (408)-855-5074

Welcome to Mission College! Your file will be created after you have completed **every step in this checklist**.

Check off the boxes as you complete each item. **Let's get started!**

**Apply to Mission College** by going to:

<https://www.opencccapply.net/gateway/apply?cccMisCode=492> and complete the online application. After 24 hours, you should receive an email containing instructions and a student ID number. Write your ID # here: \_\_\_\_\_.

**Apply for GI Bill® Benefits** by going to: <http://www.benefits.va.gov/BENEFITS/Applying.asp>. Register (for 1st time users) or login. Once you have submitted the online application and received a confirmation number, print a copy of your **"Certificate of Eligibility."**

- Chapters 30, 33, 1606, and 1607- complete VA Form 22-1990
- Chapter 31- complete VA Form 28-1900
- Chapter 33 Transfer of Entitlement (TOE)- complete VA Form 22-1990E
- VRAP- complete VA Form 22-5490
- VRAP- complete VA Form 22-1990R

If you previously applied for benefits at a prior school:

- Chapter 30,33, 33 (TOE), 1606, and 1607- complete VA Form 22-1995
- Chapter 35- complete VA Form 22-5495

**Apply for Financial Aid** by completing the "free Application for Federal Student Aid" (FAFSA), to see if you qualify. Do this on the FAFSA website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). See our Financial Aid Office for more information.

**Complete the Placement Assistance Tool.** Go to Placement and Assessment Services department located in Student Engagement Center 109 or found on the Mission College website: [https://missioncollege.edu/student\\_services/assessment/placement.html](https://missioncollege.edu/student_services/assessment/placement.html). If you have taken a college level math or English course at another school, see the Veterans Counselor before you schedule or take your assessment.

**Schedule an appointment with a Veteran Academic (VA) Counselor for an Education Plan.** Below are instructions on how you should schedule an appointment with a VA Counselor:

- Contact the counseling department by visiting the VALOR department located at Campus Center 240 or through phone at (408)-855-5418 and or email [mcvalorcenter@wvm.edu](mailto:mcvalorcenter@wvm.edu). *It is highly recommended that you choose a major. You may only be certified for courses listed on your Education Plan*
- Check with VA Counselor or Director if you have a **Service-Connected Rating or a Pre-Existing Disability**
- If you attended another college, please bring your **unofficial transcript** to the appointment

**Request ALL transcripts.** If you previously attended other colleges or have any military transcripts, please send **Official transcripts to Mission College Admissions and Records** department for evaluation.

➤ Attention: **Mission College Admissions & Records Office**

3000 Mission College Boulevard, Santa Clara, CA 95054

Go to [My Mission Portal](#) to complete the self-paced, online orientation and register for classes

**Make appointment with Admissions & records** for enrollment certification. Contact person/s in Admissions & records is listed below:

➤ **Michael Lau, Veteran Academic Certifying Official**

Phone: (408)-855-5074 Email: [michael.lau@missioncollege.edu](mailto:michael.lau@missioncollege.edu)

➤ Bring the following documents to your appointment: *Certification of Eligibility, Student Educational Plan* (you can retrieve this from your VA Counselor), *DD214, and photo ID*



**Finished!** Admissions & Records welcomes you to Mission College.