



Enrollment Checklist: GI Bill benefits

Check off the boxes as you go!

1. **Apply for your VA educational benefits** at benefits.va.gov/gibill. Click on the Apply for Benefits tab to access the online application. Veterans and service members complete form 22-1990; others access eBenefits for correct form.
2. **Set up your student account (MEID)** at my.maricopa.edu. You will need to submit proof of identification electronically or in-person.
3. **Apply for admission** to Chandler-Gilbert. This is an additional step after you've set up your MEID.
4. **Take the mandatory on-campus placement tests.** maricopa.edu/testing. You must have your test scores before seeing Advisement.
5. **Seek mandatory Academic Advisement.** It is preferred that you check in with Veterans Services to see the **Veterans Academic Advisor**, who has the most familiarity with GI Bill rules. Bring placement scores AND unofficial copies of all of your transcripts with you. Only classes that apply to your degree plan can be certified for VA benefits.
6. **Register for classes, including New Student Orientation.** Chandler-Gilbert offers a veterans-only section of NSO—see an Advisor or Veterans Services to register.
7. **Order official transcripts** from all prior colleges and your military transcript. The VA requires this be done, and we will not certify your benefits to VA without all transcripts being ordered.
8. **Submit benefits paperwork to CGCC Veterans Services office.** Click on Forms at cgc.edu/veterans for instructions and necessary forms.
You must also turn in a copy of your VA Certificate of Eligibility letter or DD-214 providing benefits entitlement.
Note: Once it is within 35 days of semester start, you must turn in all paperwork the same day you register, or you will be dropped from your classes for non-payment. Once Veterans Services receives your complete packet of paperwork, they will apply a tuition deferment to prevent this from happening.
9. **Submit paperwork for residency.** Work with Veterans Services to determine your residency status and what you need to submit to potentially be reclassified as in-state for tuition purposes. Post-9/11 GI Bill only pays the in-state portion of tuition. All students are required to submit proof of lawful presence in US to be eligible for in-state tuition.
10. **Learning starts day one.** Students must have registered by the first day of class. Students who do not show up for the first day risk being dropped.