



Enrollment Checklist: GI Bill® benefits

Check off the boxes as you go!

1. **Apply for your VA education benefits** at va.gov/education. Click the **Get GI Bill® and other education benefits** link. Next, click the **How to apply** link. Scroll down and click on the green **Find your education benefits form** button. Answer the prompted questions and then click the green **Apply Now** button.
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 on-campus placement tests (if required)**. Go to maricopa.edu/testing for Testing Center locations and hours. 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**. You will also be automatically enrolled in Chandler-Gilbert's veterans-only section of the New Student Orientation by the Veterans Services staff.
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. Log onto jst.doded.mil to request your JST be sent to CGCC.
8. **Submit benefits paperwork to CGCC Veterans Services office**. Click on **Forms/ Enrollment Certification** 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: 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 documents you may need to submit to **Admissions and Records** to 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.