



Enrollment Checklist: GI Bill® benefits

1. **Apply for your VA educational benefits** at va.gov/education/how-to-apply. Veterans and service members complete form 22-1990; dependents will complete form 22-5490.
2. **Apply for admission** to Chandler-Gilbert. admissions.maricopa.edu.
3. **Order official transcripts** from all previously attended institutions and have them sent to **Admissions & Records** for evaluation: cgcc.edu/admissions/transfer/transfer-cgcc. Please also request your **Joint-Service Transcripts** (JSTs) from: jst.doded.mil.
4. **Determine placement** at maricopa.edu/future-students/enrollment-steps/2 and **Register for Coyote Kickoff**. All new-to-college students must register and attend a **Coyote Kickoff** (New Student Orientation) session to ensure they are prepared for their first semester. In addition, **veterans** will also be required to attend Chandler-Gilbert's **Veterans-only New Student Orientation** to learn about the rules and guidelines regarding the usage of their GI Bill® benefits. (Students who have prior college credit can skip this step and proceed to step 5.)
5. **Seek mandatory Academic Advisement**. It is preferred that you check in with Veterans Services to speak with the **Veterans Services Coordinator** who has the most familiarity with GI Bill® rules; however, you may also work with a traditional Academic Advisor to select your degree program and classes.
6. **Register for classes**. Once you have registered 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. **Submit benefits paperwork to CGCC Veterans Services office**. Click on **Forms** at cgcc.edu/student-resources/veterans for instructions and a list of required forms. You must also submit a copy of your **VA Certificate of Eligibility** letter or the **member-4 copy** of your **DD-214**.
Note: You must turn in all paperwork the same day you register, to avoid being 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.
8. **Submit paperwork for residency**. Work with the **Admissions & Records** office to determine your residency status and what documentation you need to submit in order to be reclassified as in-state for tuition purposes. The Post-9/11 GI Bill® only pays the in-state portion of tuition. All students are required to submit proof of lawful presence in the U.S. to be eligible for in-state tuition. cgcc.edu/admissions/admissions-records/forms
9. **Learning starts on 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.