

VA Educational Benefits Checklist

Eligible students who have never used VA Benefits

If you have never used VA educational benefits before, complete an application at the following link: <https://www.va.gov/education/how-to-apply/> Provide our office with a copy of your Certificate of Eligibility (COE), award letter.

Eligible students who have previously used VA Benefits

If you have used VA educational benefits before, you will need to complete an application at the following link: <https://www.va.gov/education/how-to-apply/>

Note: When applying, select the "Updating my program of study or place of training" option. Provide our office with a copy of your updated Certificate of Eligibility (COE), award letter.

Veterans Readiness & Employment (Chapter 31)

Veteran Readiness & Employment (VR&E) benefits, please contact your VR&E counselor/case manager and have them provide our office with an award letter.

DD 214-member copy four (unless chapter 35) or (dependent student/spouse using parents'/spouses' chapter 33)

All transcripts from University/Colleges, Career Techs and your Military Transcripts

Completed and signed Evaluation of Previous Training form (to be completed by both you, the student and the instructor).

Signed Electronic Notification and Satisfactory Academic Policy

Completed Veteran Student Demographic Sheet

All forms can be uploaded at [UPLOAD HERE](#) or emailed to

Kelly.Harjo-cox@Metrotech.edu or FinancialAid@metrotech.edu