



# Veteran Checklist

- Complete an Application for Admission** – Follow the instructions online at <http://hawaii.hawaii.edu/apply>. Once you are accepted, you will receive an acceptance email with the next steps.
- Create an FSA ID and fill out a free application for Federal Student Aid (FAFSA)**  
 To receive Federal Student Aid, you must be seeking a degree or certificate in an approved program at Hawaii'i CC. You cannot owe a refund on a Federal grant or be in default on a Federal educational loan to receive aid. For more information, contact the Financial Aid office at (808) 934-2712. Apply at <https://studentaid.gov/>
- Submit application for educational benefits to the Veterans Administration (VA) at**  
 Veterans, service members, reservists, and dependents apply for VA benefits at <https://www.va.gov>. *Paper applications/forms are available on the VA website; however, submitting paper forms could cause a delay in the processing of your benefits.*  

Once the application is processed, the VA will issue a **Certificate of Eligibility (COE)**, by mail, to qualified individuals. The certificate contains basic eligibility information including months of entitlement, period of eligibility, and benefit level.

If you are a transfer student you may be able to print a **Statement of Education Benefit** from the <https://www.va.gov> website and it can be used in place of a COE.

**DEPENDENTS:** The service member must first transfer their benefits to you in the eBenefits system if using the Post 9/11 GI Bill®. Once the transfer is complete, you can submit your application. If the service member is deceased or 100% disabled, you may qualify for Chapter 35 (DEA) benefits. For Chapter 35, a child of the service member must be between the ages of 18-26 years of age to qualify.

- Provide the ARO a copy of either your Certificate of Eligibility (COE)/Statement of Education Benefit page or Notice of Benefit Eligibility (NOBE). note: your full VA file number or SS# will be needed**
- Veteran Readiness & Employment CH-31**– You should contact your VR&E Counselor and develop an individualized rehabilitation plan. Your VR&E Counselor will communicate directly with the School Certifying Official SCO for verification of your educational benefits and provide VA Form 28-1905 prior to certification.
- Request a Joint Service Transcript (JST) & other college transcripts to be sent to Hawaii'i CC**  
 The VA requires that appropriate credit be granted for any and all post-secondary education and training, received at military and civilian institutions. After your transcripts are evaluated, you will be notified regarding credit equivalencies earned at our institution.

Official JST transcripts can be sent directly to Hawaii Community College via the JST portal. Army, Coast Guard, Marine Corps, and Navy military education and training record(s) can be requested for free at:

<https://jst.doded.mil/official.html> Air Force transcripts can be requested at: <http://go.hawaii.edu/cA2>

**Send previously attended college transcripts to:** Hawaii'i Community College  
 Admissions & Records Office, OR Parchment to:  
 1175 Manono Street hawccar@hawaii.edu  
 Hilo, HI, 96720-4091.

**NOTE: Failure to submit all transcripts before the end of your second semester will result in Non-certification of third semester courses with the VA.**

- Determine Eligibility for Veteran Exemption to Non-Resident Tuition Rate** – If you are a non-resident for tuition purposes, you may be eligible for an exemption from paying out-of-state tuition rates if you meet the following criteria; you receive Chapter 33 Post-9/11 GI Bill® or Veteran Readiness and Employment program members and you live in Hawaii. If you do not meet that criteria and you are a CH 33 100% recipient you may be eligible for the Yellow Ribbon Program.
- Complete Placement Testing (ACCUPLACER) or EdReady or Course Placement Worksheet with your counselor** – The ACCUPLACER is a computerized placement test to assess students' current skill levels in mathematics, reading, and writing. The VA requires official placement scores in order to certify English and Math courses. Please contact on Manono Campus - Hale Kea Advancement and Testing Center for more information at (808) 934-2540. On Pālanuanui Campus - Library and Learning Center at (808) 969-8830
- Submit Health Clearance documents to Med+Proctor at <https://secure.medproctor.com/Profile>**
  - **Tdap** (Tetanus-diphtheria-acellular pertussis) 1 dose
  - **MMR** (Measles, Mumps, Rubella) vaccinations are required 2 doses (exception if born before 1957)
  - **Varicella** (Chickenpox) 2 doses
  - **TB** (Tuberculosis) documentation: Negative Risk Screen, Negative TB Test (TB skin test, T-Spot or Quantiferon Gold In-Tube) Positive TB Test and negative Chest X-ray

Must be submitted prior to registering for classes. Please see our health clearance requirements at:

<http://www.hawaii.hawaii.edu/health-clearances>.

- Attend a New Student Orientation (NSO)** – New student orientation is mandatory for all first-time students. NSO provides important information to help you succeed at Hawai'i Community College. Contact the Manono Campus Counseling Center (Hilo) (808) 934-2720 or Pālanuanui Student Services (Kona) (808) 969-8816 to sign up.
- Complete a Veteran Benefits Orientation with your Campus VA Advisor** an appointment: (808) 934-2702.
- Meet with your academic advisor or counselor** – Discuss your degree goals and upcoming classes.
- Run a degree audit through STAR on MyUH portal** – This will ensure the classes you plan to register for count towards your degree plan.
- Register for classes** – Register as early as possible to ensure you get the classes you want and that you are in the correct number that you want certified to receive an accurate MHA.
- eBenefits & Enrollment Verification** – The eBenefits website is a highly recommended resource. When you create an account, you can track your education claim status, remaining months of eligibility, access military documents, change direct deposit, search for employment, and confirm monthly school attendance on WAVE. ([eBenefits.va.gov](http://eBenefits.va.gov)). *Chapter 33, 30, 1606 and 1607 - In order to receive monthly education benefits, you MUST verify your enrollment each month with the VA via the WAVE system ([gibill.va.gov/wave](http://gibill.va.gov/wave)) or by calling 1-877-823-2378.*
  - Once registered, please submit an Hawaii Community College request for enrollment certification.
  - If you have had a break in attendance complete a **Request for Recertification** form and return it to ARO.
  - Provide any additional documents that the VA School Certifying Official (SCO) may request.
  - If using Chapters 33, 30, 1606, or 1607 you must verify attendance to the VA on the last day of the month to continue receiving education benefits.
  - Must report any change in academic status to the VA SCO (i.e. add/drop of classes, complete withdraw of classes, change of program/major, academic dismissal, concurrent enrollment at another institution, etc.)
  - Keep Hawai'i CC ARO informed of any changes to your name, phone number, mailing address, email address, or any other important personal information.
  - Stay apprised of your academic progress and class standing.

**\*If you have any questions please email: [hawvet@hawaii.edu](mailto:hawvet@hawaii.edu) or contact (808)934-2702**