

VA Educational Benefits Student Registration & Advising Procedures Checklist



All students using VA educational assistance applying to MxCC must follow the procedures below:

- Fill out MxCC student application
- Submit High School transcript/copy of H.S. Diploma
- Proof of two doses of MMRV immunizations
- Provide official transcripts from any previous attended school (transfer students)
- A copy of the DD214 form (Member-4 copy)

In addition, students planning to use VA educational benefit programs that require certification to VA, need additional documentation to be submitted to the MxCC Veteran's School Certifying Official, Cynthia Valencia or Joanne Faust located at Founders Hall, room 153. The VA documents needed will vary depending on the VA educational benefit the student qualifies under.

It is recommended that students apply for VA education benefits at <https://www.ebenefits.va.gov/ebenefits/homepage> at least six to eight weeks prior the start of classes, as this process takes approximately 30 days to process.

See below for a detailed list of required documents needed for enrollment at MxCC using VA educational benefits.

Post 9/11 GI Bill @/ Chapter 33

Students using Chapter 33 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of their COE (Certificate of Eligibility), mailed to student after completing VA form 22-1990 (application for chapter 33 benefits - eBenefits)
- *Declare a Major, meet with an advisor and pick your classes

Transfer students who have used Ch.33 benefits at a different school will need to provide in addition to the above stated requirements:

- A completed VA-Form 22-1995 (Change of Place of Training Form, available at MxCC)
- An updated copy of the education enrollment status that states the months remaining in their eligibility by logging in to their eBenefits portal (if you do not have an eBenefits account, you may create one by visiting <https://www.ebenefits.va.gov/ebenefits/homepage>)

Additional Important Chap. 33 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.
- Ch. 33 requires a minimum of 7 credits to qualify for Basic Housing Allowance
- 12 credits are needed to have a full time BHA rate with at least one on ground course
- If taking all classes online regardless of full time status, the VA will only award National Average rate for BHA.

Vocational Rehabilitation & Employment / Chapter 31

Students using Chapter 31 will need to:

- Sign the MxCC Veteran's Accountability Contract
- **Provide a copy of VA-Form 28-1905*** (Authorization & Certification of Entrance/Reentrance into Rehabilitation & Certification of Status Form) with the plan of study or specific courses listed (please note, no deviation from what is stated on the 28-1905 form is allowed) **signed by VRC for tuition & fees addressed & emailed to: CValencia@MxCC.CommNet.Edu**
Adam Kowalski, Business Office
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
- **An additional VA-Form 28-1905 is needed for the bookstore to purchase books addressed & emailed to: NDolan@follett.com**
Follett 842
Follett's Bookstore @ Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
- *Declare a Major, meet with an advisor and pick your classes

Additional Important Chap. 31 benefits information:

- Only the course approved by the student's VA Voc-Rehab counselor will be certified.
- If change of major is requested, it must be approved by the student's VA Voc-Rehab counselor.
- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification.
 - Prerequisites to the courses needed by degree program are allowed.

Montgomery GI Selected Reserve (MGISR) / Chapter 1606

Students using Chapter 1606 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of the COE (Certificate of Eligibility) mailed to student after completing VA form 22-1990 (application for chapter 1606 benefits - eBenefits)
- NOBE (Notice of Basic Eligibility). This can be obtained from your unit commander.
- Provide a copy of the certification of Good Standing from the Connecticut
- (Guard Only) **Once per year:** Notice of Basic Eligibility from your Unit (NOBE)
- Declare a Major, meet with an advisor and pick your classes

Additional Important Chap. 1606 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.

Dependents' Educational Assistance Program (DEA) / Chapter 35

Students using Chapter 35 will need to:

- Sign the MxCC Veteran's Accountability Contract
- Provide a copy of their Certificate of Eligibility (COE), mailed to student after completing VA form 22-5490 – (application for chapter 35 benefits - eBenefits)
Disabled/Deceased Veteran's VA file number (SSN #)
- Declare a Major, meet with an advisor and pick your classes

Transfer students who have used Ch.35 at a different school:

- Fill out VA-Form 22-5495 (Change of Place of Training Form, available at MxCC)
- Provide an updated copy of the education enrollment status that states the months remaining in their eligibility by logging in to their eBenefits portal (if you do not have an eBenefits account, you may create one by visiting <https://www.ebenefits.va.gov/ebenefits/homepage>)

Additional Important Chap. 35 benefits information:

- Only the courses that are on the Graduation Checklist of the program selected will qualify for certification. Prerequisites to the courses needed are allowed.

***Guest Students are exempt from these requirements**