



Veteran and GI Bill Dependent Checklist v.03/26

Name:

ESCC Student ID Number:

How to Apply to ESCC and Submit Transcripts

- Fill out the [ESCC application for admissions](#).
- Request military and previous high school or college transcripts to be evaluated. Air Force Transcripts can be requested through the [Community College of the Air Force website](#). All other branches of service should complete the [Joint Services Transcript Request](#)
- Request official college/university transcripts to be emailed to registrar@es.vccs.edu or mailed to: Eastern Shore Community College, ATTN: Registrar, 29316 Lankford Highway, Melfa, VA 23410
- HS transcripts, especially showing dual enrollment and/or foreign language, a copy of the high school diploma or proof of GED completion can be brought to a meeting with your advisor or emailed to: studentservices@es.vccs.edu

If out of high school 6+ years, complete the placement survey.

- Math and English [VCCS Direct Enrollment Placement Survey](#)

Veteran's Administration Documentation Required

- We require a Certificate of Eligibility, DD-214, and the Form 22-1995 if you used benefits at a prior institution. Bring with you or email to jkidwell@es.vccs.edu
- To apply for a Certificate of Eligibility (COE), complete the online application on the [GI Bill® benefits website](#). If you have questions regarding your benefits, call the GI Bill® student hotline at 1-888-442-4551. A new Certificate of Eligibility can take up to 60 days. The COE must be submitted to ESCC before enrollments can be certified.
- Complete [Form 22-1995](#) to change your place of study with the VA.

Apply for Federal Financial Aid – required

[Complete the Free Application for Federal Financial Aid \(FAFSA\)](#). ESCC's school code is 003748.

Meet with Your Advisor to Register for Classes

Jennifer Kidwell, School Certifying Official, email jkidwell@es.vccs.edu or call 757-789-1720

- Choose a degree or certificate program and register for classes.
- Check to see if you qualify for in-state tuition. Review your Veterans Education Benefits and Federal Financial Aid award to determine if all tuition and fees will be covered. If not, arrange other payment options such as the NelNet payment plan in the Student Information System.



Contract with ESCC

The following information is especially important to your certification and receipt of payment under your Department of Veterans Affairs educational benefits. Please read carefully.

1. ESCC does not have a Veterans Affairs (VA) office. The ESCC School Official is responsible for certifying your enrollment with the VA. The VA is responsible for determining payments.
2. ESCC admission requirements (i.e., application, transcripts, placement tests, etc.) must be completed and students must be registered for class prior to certification by the School Certifying Official.
3. Students using VA benefits must inform the School Certifying Official of any changes to their schedules. This includes adding or dropping a course, withdrawing from a course, or changing one's major. Failure to follow proper procedure could result in payment issues leading to student debt to the VA or to ESCC.
4. For an official list of courses covered under VA educational benefits, students should refer to the course curriculum for all major and program requirements in the ESCC Academic Catalog. The Academic Catalog can be found online under Program and Courses.
5. Students receiving VA benefits are subject to all rules and regulations stated in the Academic Catalog pertaining to their program of study and the Student Code of Conduct.
6. The School Certifying Official certifies students using the Academic Calendar start and end dates.
7. Once the School Certifying Official certifies a student's enrollment information, the process then depends on the VA. The length of time it takes students to receive funds is dependent on VA processing time. If a student has questions concerning payment of benefits, the student may verify that he/she has been certified for benefits by contacting the School Certifying Official and then contacting the VA at 1-888-442-4551. Money disputes will need to be resolved solely between the student and the VA.
8. It is the responsibility of any student using VA educational benefits to notify the School Certifying Official and the Office of the Registrar in the case of a change of home address. The VA must also be notified of this information at 1-888-442-4551.
9. All VA educational program funds are reported to the ESCC Student Financial Aid and may affect the amount of other financial aid that students receive. The VA may not pay educational benefits until all other applicable aid is credited to the student's account.
10. Students receiving VA educational benefits are still responsible for all costs associated with attending ESCC. These costs include, but are not limited to tuition, fees, books, and program related fees.
11. If the benefit amount to be received from the VA does not satisfy the account balance, the student is responsible for the difference. Since it can take approximately 30-60 days to start receiving payments, the student must be prepared to pay any and all out-of-pocket expenses by the posted payment deadline for each term.
 - Payment deadlines can be found on the [ESCC Academic Calendar](#). All payment arrangements must be made through the ESCC Business Office.



I have read the information stated above and accept responsibility for the following the regulations. I acknowledge that I am liable for failure to follow the procedures and/or for providing false information. By signing or typing my name in the box below, I hereby certify that the information given is true, complete, and accurate.

I acknowledge that my electronic signature is legally deemed to have the same validity as a handwritten signature.

Signature:

Date:

Phone Number:

Hyperlinks Without Text to Display List

Eastern Shore Community College: <https://es.vccs.edu/>

ESCC application for admissions: <http://es.vccs.edu/admissions-aid/>

Request Air Force transcripts: <https://www.airuniversity.af.edu/Barnes/CCAF/>

Request Joint Services transcripts: <https://jst.doded.mil/>

Form 22-1995 to change your place of study with the Veteran's Administration:
<https://www.va.gov/forms/?q=22-1995>

Request a Certificate of Eligibility: <https://www.ebenefits.va.gov/ebenefits/homepage>

Math and English Placement Survey for those who have been out of high school 6+ years.
<https://desurvey.vccs.edu/login>

Free Application for Federal Financial Aid: <https://studentaid.gov/>