

MIRAMAR VETERANS CHECKLIST



Step 1: Apply

- ☐ Complete the Application for Admission to the college <http://apply.sdccd.edu/>
 - o You will receive your 10-digit student ID # via email from SDCCD within 48 hours
- ☐ Apply for VA education benefits <https://www.va.gov/>
- ☐ Verification of Military Status: DD-214 Member 4 or LES (if Active Duty) with student ID # to [Student Support Desk](#) to establish priority registration (for active military and veterans who meet the eligibility criteria)
 - o Student Support Desk: <https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/86>
- ☐ Submit Joint Service Transcripts electronically <https://jst.doded.mil/jst/> to San Diego Community College District
- ☐ Submit prior college transcripts from all schools attended after high school
- ☐ Apply for Federal Student Aid (FAFSA) (Optional) studentaid.gov

Step 2: Education Plan

- ☐ Schedule an appointment with an academic counselor to set up a VA approved education plan
 - o Online Orientation must be done before meeting with a counselor
<https://www.go2orientation.com/sdmiramar/sdmiramar>
 - o Education Plan must be VA approved – Search: “VA WEAMS”
<https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

Step 3: Enroll

- ☐ Enroll in classes using SDCCD Portal (See reverse side to reference the rate of pursuit chart)
 - o <https://myportal.sdccd.edu>

Step 4: Using VA education benefits – Required documents

***For Ch.33 & Ch.31 submit a [Deferment Contract](#) via email EACH semester to miramarveterans@sdccd.edu**

Ch. 33 Post 9/11 GI Bill®

- ☐ Certificate of Eligibility
- ☐ DD-214 Member 4
- ☐ Statement of Understanding
- ☐ *Deferment Contract

Ch.31 Veteran Readiness & Employment (VR&E)

- ☐ DD-214 Member 4
- ☐ Statement of Understanding
- ☐ *Deferment Contract
- ☐ Valid Authorization Number

Ch. 30 Montgomery GI Bill

Ch. 1606/1607 Reserve

- ☐ Certificate of Eligibility
- ☐ DD-214 Member 4 (if applicable)
- ☐ Statement of Understanding
- ☐ All tuition and fees paid

Ch. 35 Dependents Educational Assistance

- ☐ Certificate of Eligibility
- ☐ Statement of Understanding
- ☐ VA sponsor's full-name and SSN
- ☐ All tuition and fees paid

Step 5: Semester Worksheet & Class Adjustment

- ☐ After enrolling into classes, submit a Semester Worksheet online through the [Student Support Desk](#)
 - o A Semester Worksheet is required **EACH** semester for VA enrollment certification
 - o All courses for VA certification must be requirements to the approved education plan
 - o Approvals and confirmation will be sent via email with SRV#
- ☐ Any changes to your schedule (add/drop/withdraw) require the submission of a [Class Adjustment Form](#) via the [Student Support Desk](#), which is necessary for us to report your enrollment updates to the VA and avoid any erroneous (overpayment/underpayment) monthly benefits.

- After your enrollment certification is processed, you will receive a confirmation email from the Department of Veterans Affairs (DVA). To check on the status of payments, call the **DVA – Education Office: 888-442-4551**
- Ch.33 GI Bill® student will need to verify monthly enrollment with DVA to receive monthly housing allowance

Ch.33 POST 9/11 GI BILL ® recipients receive a housing allowance that is prorated by the servicemember's length of service percentage. To be eligible for housing allowance rates, the student's rate of pursuit must be greater than 50% (greater than and not equal to 1/2 time status). If students are not enrolled in the same start and end dates, benefits will be prorated by the VA.

Ch.33 and Ch.31 students: At least ****one in-person course is required** each semester to receive the full Monthly Housing Allowance (MHA).

- Fully online students receive **50% of the national average** MHA.
- Remedial/refresher courses (under 100 level) **must be taken in-person** to qualify for benefits.
- ****In-person course** can include Partially Online or Hybrid. Course details must have an in-person class requirement.

RATE OF PURSUIT

LENGTH OF COURSE	NUMBER OF UNITS FOR FULL-TIME	NUMBER OF UNITS FOR ½ TIME
16-WEEK SESSION	12 UNITS	7 UNITS
12-WEEK SESSION	8 UNITS	5 UNITS
8-WEEK SESSION	6 UNITS	4 UNITS
6-WEEK SESSION	5 UNITS	3 UNITS
4-WEEK SESSION	3 UNITS	N/A

GI Bill® Comparison Tool <https://www.va.gov/education/gi-bill-comparison-tool/>

(Discover how your GI Bill benefits can support your education. Search and compare approved schools, employers, exams, licenses, and certifications to see how much your VA benefits can help cover.)