



Military-Connected Student Checklist

Office of Adult Learners & Veterans Affairs *Ramer Administration Building, Room 125* | veterans.affairs@volstate.edu

1. Admission & Residency

- ☐ **Apply to Vol State:** Complete the online application at [Vol State Application](#).
- ☐ **Submit Photo ID:** Provide a valid Government Issued ID (Driver's License or Passport) to the Admissions Office to verify citizenship and residency.
- ☐ **In-State Tuition:** If you are a Veteran or dependent living in Tennessee but classified out-of-state, submit your **DD-214 (Member Copy 4)** to the SCO to request residency reclassification under Section 3679(c).

2. Transcripts & Academic Planning

- ☐ **Military Transcripts:** Request your official **Joint Services Transcript (JST)** or **CCAF transcript** be sent directly to Vol State Admissions for credit evaluation.
- ☐ **Prior College Transcripts:** Submit official transcripts from *all* previously attended colleges. The VA will not allow certification beyond two semesters if prior credit has not been evaluated.
- ☐ **Meet with an VA Advisor:** Ensure every class you register for is listed as "Required" in **Degree Works**. The VA will not pay for "Excess" or "Elective" courses that do not fit your specific degree plan.

3. Benefits Activation

- ☐ **Certificate of Eligibility (COE):** Apply for your benefits at VA.gov and provide a copy of your COE to your Vol State VA Advisor as soon as it arrives. If you are unsure what benefit you qualify for, please call the VA Education Hot line at 888-442-4551.
- ☐ **Federal Tuition Assistance (TA):** If using TA, you **must** get approval from your ESO *before* the semester starts. Upload your approved TA Authorization to the Army Ignited Website.

4. The "Every Semester" Requirement

- [] **Register for Classes:** Registration should be done as early as possible.
- [] **Submit the VCRF:** After registering, log into **My Vol State**, go to the **Student Forms** app, and complete the **Veterans Certification Request Form (VCRF)**.

Note: We cannot certify your enrollment to the VA without this form. You must submit a new one every semester.

- [] **Schedule Changes:** If you plan to **add, drop, or swap** a class after submitting your VCRF, you must notify the SCO immediately to avoid over payments or debts.

5. Monthly Verification

- [] **Verify Attendance: * CH 33 (Post-9/11), MGIB-AD, MGIB-SR & CH 35:**
Verify via text message or email with the VA on the last day of each month.
 - **CH 30 & 1606:** Verify via the **Web Automated Verification of Enrollment website** or by calling 1-877-823-2378.

Critical Vol State Reminders:

- **Remedial/Developmental Courses:** ENGL 0810, READ 0810, and MATH 0101/0105/0153 **must** be taken on-campus. The VA will not pay for these if taken online.
- **Rounding Out:** If it is your final semester, talk to the SCO about "Rounding Out" options to maintain full-time status.
- **Financial Aid:** We strongly recommend all students also complete the **FAFSA** to see if they qualify for additional Pell Grants. [Federal Student Aid](#)
- **Benefits:** If you need help determining your VA Benefit, please contact your VAAdvisor or visit [VA.gov](#). The Benefits are as follows:

CH 33 Post 9/11	TN Strong Act
CH 31 Veterans Readiness & Employment	Tuition Assistance
CH 35 Survivor's & Dependent's Education Assistance	CH 30 MGIB-AD
CH 1606 MGIB-SR	Fry Scholarship
MyCAA Scholarship	CH 33 Transfer of Eligibility (TOE)

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