



## Chapter 1606/1607 Benefits Checklist

**\*\*All required documents must be turned in to avoid delay in processing and payment\*\***

- \_\_\_\_\_ Submit Houston Community College Admission Application <http://www.hccs.edu/apply>
- \_\_\_\_\_ Apply for VA Educational Benefits <https://www.vets.gov/education/apply/>
- \_\_\_\_\_ Transfer of School/Change of Degree Plan: VA Form 22-1995 [Veteran] (If you've used GI Bill benefit at another institution, print confirmation page) <https://www.vets.gov/> <sup>1</sup>
- \_\_\_\_\_ Submit Certificate of Eligibility (COE) <sup>1</sup>
- \_\_\_\_\_ Official transcripts from all previous college(s) attended (regardless of accreditation) <sup>2</sup>
- Mail Transcript(s) to: OR Hand Deliver Transcript(s) to:  
Houston Community College, *(Official transcripts must be sealed)*  
Office of Admissions & Records 3220A Main Street, Houston, TX. 77002  
P.O. Box 667517 OR visit a campus VA Representative  
Houston, TX. 77266-75117 <http://www.hccs.edu/locations/>
- \_\_\_\_\_ Official Military transcripts <https://jst.doded.mil/smart/signIn.do> <sup>2</sup>  
*(Note: Select option Houston Community College distance learning)*
- \_\_\_\_\_ Submit Copy of DD-214 (Only Member 2, 3, 4, 6, or 8) **OR** Notice of Basic Eligibility (NOBE) **OR** Letter from commanding officer <sup>1</sup>
- \_\_\_\_\_ Meet with an Academic Advisor
- \_\_\_\_\_ VA Certification Request (VACR) Form, <http://www.hccs.edu/veterans> – Must submit every semester AND for any enrollment change (drop/swap/withdrawal) <sup>1</sup>
- \_\_\_\_\_ Enroll in HCC Courses (listed on your approved degree plan)
- \_\_\_\_\_ Pay for courses in full, with a credit card, set up payment plan, Hazlewood benefit, or financial aid to secure classes
- \_\_\_\_\_ Check the *Message Center & To Do List* in the Student System <https://myeagle.hccs.edu/>

<sup>1</sup>If resubmission of any document is requested, you may do so by any of the following methods: Walk-In at Office of Campus Veterans Representative, Email: [vaonline@hccs.edu](mailto:vaonline@hccs.edu), OR Fax: 713-718-8444.

<sup>2</sup>Official transcripts are required within 30-days of your first meeting with an advisor. A transcript service indicator (hold) will be placed on your account, which prevents you from making changes to your schedule.