

WCC Veteran and Military Student Checklist

1. Student
Application Form
(Admissions)



Completion of the Student Application will create your Waubonsee file and student ID number known as your "X-number". The form can be completed online at www.waubonsee.edu/admissions/enroll-waubonsee.



If you are a returning student who has not taken classes for more than two years, complete the Readmission Form to update your information and reactivate your student account. https://www.waubonsee.edu/readmission

2. Meet with VA Academic Advisor – Carlos Suarez; (630) 466-2361



Our VA Academic Advisor should be your first stop in setting up your file here at Waubonsee. In your initial visit you will discuss:

- Prior credit using your military basic or occupational training
- Prior college credit
- Completion of Waubonsee placement testing
- Program or major selection
- Academic planning and registration

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Apply for Federal
VA Benefit
(CH30, CH33, CH35,
CH1606)



VA Form 22-1990 Application for VA Education Benefits can be completed at www.va.gov.

Paper applications and/or any required attachments must be sent to:

VA Regional Office P.O. Box 4616 Buffalo, NY 14240-4616



4.
Apply for Illinois
State Military
Tuition Waivers



Applications for IVG, ING and MIA/POW can be found at www.isac.org.

If you believe you may be eligible for one of the above state benefits to use in conjunction with your federal benefit, you must apply by submitting your application to the Illinois Student Assistance Commission (ISAC).

FYI - Guard Members: If you apply for the Illinois National Guard Grant (ING), you will need to reapply every academic year to continue your eligibility. New applications are available every summer.



5.

Request the
Campus Notify
VA of Your
Enrollment



Veteran's Enrollment Certification Request (VECR) form, found in your mywcc account on the Veterans Services Page, **must be completed every semester** you wish the Financial Aid Office to certify your federal benefit (i.e. Chapter 30, Chapter 31, Chapter 33, Chapter 35, Chapter 1606), and/or apply your state benefit funding (IVG, ING or MIA/POW).

IMPORTANT: This form must also be submitted when you add or drop courses after your semester has been certified. Failure to notify our office in a timely manner could result in a higher overpayment. Please allow 5-10 business days for processing.

Steps continued on reverse...

Updated 7/2024

6. Complete Free **Application for Federal Student** Aid (FAFSA)



Every veteran is asked to complete the FAFSA to determine eligibility for additional aid through the federal and state grant programs. Federal School Code: 006931

The FAFSA is completed at www.studentaid.gov.



7. Certificate of Eligibility (CoE)





8. **Verify Enrollment** for CH30, CH33 and CH1606



Military Tuition Assistance

Tuition Assistance (TA) is a Department of Defense (DoD) program. TA rules vary between military branches. Service members must be approved at least 7 days prior to the start of each semester. To get started, you will need to initiate the application process through your specific branch's education center:

Army TA

Air Force TA

Coast Guard TA

Marine Corps TA

Navy TA

You must provide a copy of your Certificate of Eligibility for each federal benefit you wish to use.

Dependent Students: If you are using dependent benefit Chapter 35, you must provide the social security number of the veteran and your payee code when submitting your letter to our office. This information is considered your VA file number and is required for processing.

You must verify your attendance through the VA at the end of every month before payment is issued.

MGIB - CH30 and CH1606: Verification of attendance is completed through the VA's W.A.V.E. system by phone at 1-877-823-2378 or online at www.gibill.va.gov/wave.

Post 9/11 GI Bill - CH33: You will verify your enrollment by responding to a monthly text from the VA. The VA will contact you after initial certification of your enrollment. You can contact the VA Education Call Center at 1-888-442-4551 to opt into text verification, verify your monthly enrollment by phone, or ensure your phone number is correct in VA's systems.

CH31 Veteran Readiness and Employment (VR&E)

CH31 or VR&E is available to veterans who have been determined by the U.S. Department of Veterans Affairs to have a service-connected disability rating of at least 10% with a discharge that was not dishonorable.

VR&E will help you explore employment options and address education or training needs.

To apply for CH31, you will need to complete VA Form 28-1900. This form is available at www.va.gov/careersemployment/vocational-rehabilitation/.



IMPORTANT CONTACTS

For assistance getting started, academic advising, benefit/referral information, and the evaluation of military training for college credit, please contact:

Carlos Suarez

Senior Veterans Academic and Career Advisor Student Center, Room 282 (630) 466-2361 csuarez@waubonsee.edu

For assistance with financial aid and veterans' benefits, please contact:

Lindsay Janssen

Financial Aid Veterans Coordinator Student Center, Room 244 (630) 466-5774 ljanssen@waubonsee.edu



SALUTE National Honor Society for Veteran and Military College Students recognizes those earning an overall 3.0 GPA or higher. Invitations are sent out to eligible students each Fall and Spring terms.

