




Veterans Services Checklist

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	1. Apply for VA Education Benefits at VA.gov . VA will issue a Certificate of Eligibility (COE) This certificate will give basic eligibility information including months of entitlement and period of eligibility
	2. Apply for Admissions to West Los Angeles College. If you are not currently enrolled at WLAC, or have not registered for classes for two consecutive semesters (Fall and Spring), you must complete an Online Application at: WLAC.edu/Admissions/Apply
	3. Contact the Counseling Office to help you plan your program of Study that is approved by the VA. WLAC.edu/Student-Services/Counseling/Online-counseling You may also qualify for Extended Opportunity Programs and Services (EOPS): WLAC.edu/eops
	4. Apply for Financial Aid. You may be eligible for fee waivers, grants and other financial aid to cover college expenses. To receive the best aid package, file your Free Application for Federal Aid (FAFSA) between the beginning of January and March. Go on-line to FAFSA.gov and follow the instructions for completing an application. Federal School Code: 008596
	5. New and Returning Students Requesting Veterans Education Benefits Chapter 30, 31, 33, 35, 1606 and 1607. Complete the Intake Form . Submit Certificate of Eligibility (C.O.E.) and copy of DD 214. For Chapter 31 submit the VA form 28-1905 issued by (VRC) or Case Manager.
	6. All students must submit a Request for Certification (RFC) form every semester. Only required classes for your stated educational goal can be certified for GI Bill benefits. Therefore, if there is a change of classes for any reason once your CSEP has been created, schedule another appointment with the Veterans Counselor. You must submit a Request for Certification of Benefits Form as soon as you register for classes each semester. The earlier you register and notify WLAC veteran's office, the more likely you will begin receiving benefits in a timely manner.
	7. Verify Your Enrollment: Chapter 30, 1606 and 1607 students must verify their enrollment monthly. Verification may be completed via: Web Automated Verification of Enrollment (WAVE) at VA.gov/Education/ or by calling (877) 823-2378.

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 <p>VETERANS</p> <p>Contact</p> <p>Veterans Certifying Official Luz Nunez (310) 287-4354 Email: nunezlm@wlaac.edu</p> <p>Veterans Certifying Official Colonda Hawkins (310) 287-4387 Email: hawkinscq@wlaac.edu</p>	<p>8. Enrollment Status. Contact WLAC VA Certifying Official immediately if there are any changes in your enrollment status, including adding/dropping courses. WLAC.edu/Admissions/Veterans</p> <p>Department of Veterans Affairs Office (888) 442-4551</p>