

1. Have you completed the Application for Veterans Educational Benefits?
  - a. Submit your application online at [www.va.gov/education/how-to-apply/](http://www.va.gov/education/how-to-apply/)
    - i. Dependents Education Assistance – Select Ch 35
    - ii. Post 9/11 Transfer of Entitlement – Select Ch 33
2. Have you received your Certificate of Eligibility approval letter from the VA?
  - a. Yes – Bring a copy to the LBCC Veterans Office to get your file started.
  - b. No – Contact the VA. It can take up to 4-5 weeks between application and approval.
3. Submit your LBCC Admission Application & completed the admission requirements
  - a. Complete and submit your Application for College Admission
4. Complete the Federal Financial Aid Application at [studentaid.gov](http://studentaid.gov) (optional)
  - a. Dependents are eligible to receive both VA Education Benefits and Federal grants
  - b. Students should check their WebRunner account up to 2 weeks after submitting the FAFSA application for any outstanding requirements.
5. Complete and submit the LBCC Veterans Office Entrance Forms (available online or by email request) [www.linnbenton.edu/student-services/veterans/documents.php](http://www.linnbenton.edu/student-services/veterans/documents.php)
  - a. Ch 35 Dependents are required to submit the Veteran’s SSN or VA File Number
6. Request and submit official transcripts from all previously attended schools.
  - a. Complete Transfer Credit Evaluation online form sent to your student e-mail account
7. Register for classes and submit an Enrollment Verification form to the LBCC Veterans Office. Forms are available online or by email request: [www.linnbenton.edu/student-services/veterans/documents.php](http://www.linnbenton.edu/student-services/veterans/documents.php)
  - a. Only degree requirements and pre-requisites are eligible for VA Benefits.
  - b. The Verification form must be submitted **every** term you attend class.
  - c. If a class is not listed, it will not be submitted.
  - d. Submit any schedule or degree changes as soon as possible
8. Dependent Tuition Waiver (application available by email request)
  - a. Submit Tuition Waiver application with all eligibility documentation
  - b. Required Documentation: Veterans Disability Letter stating percentage rate and status.
9. ChampVA or TRICARE (Contact VA for Eligibility Requirements)  
ChampVA: [www.va.gov/health-care/family-caregiver-benefits/champva/](http://www.va.gov/health-care/family-caregiver-benefits/champva/)  
TRICARE: [www.tricare.mil/Plans/Eligibility/ADSMandFamilies](http://www.tricare.mil/Plans/Eligibility/ADSMandFamilies)
  - a. Some Dependents may be eligible for ChampVA or TRICARE Medical Benefits
  - b. Enrollment Verification letters are available on by email request.  
Letters are not generated automatically.

**LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information, see [Board Policy 1015](#), Title II, IX, & Section 504: Scott Rolen, CC-108, (541) 917-4425; Jill Childress, jill.childress@linnbenton.edu, LBCC, Albany, Oregon.

To report: [linnbenton-advocate.symplcity.com/public\\_report](http://linnbenton-advocate.symplcity.com/public_report)