

1. Have you completed the Application for Veterans Educational Benefits
 - a. Yes – Great, move on to the next step
 - b. No – Submit your application online here: www.va.gov/education/how-to-apply/
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. Yes – Great, move on to the next step
 - b. No – Complete and submit your Application for Admission (LBCC admittance not dependent on VA approval)
4. (Optional) Complete the Federal Financial Aid Application at studentaid.gov
 - a. Veterans are eligible to receive both VA Education Benefits and Federal Financial Aid.
 - b. Financial Aid includes both Grants (no repayment) and Loans (repayment after graduation). Grants are automatically awarded and Loans are offered. You can choose not to accept Loans.
5. Complete and submit the LBCC Veterans Office entrance forms
 - a. Forms are available online or can be emailed to you. Contact information must be legible
<https://www.linnbenton.edu/student-services/veterans/documents.php>
6. Submit a copy of your Member-4 DD-214 to the Veterans Office as well as Admissions.
 - a. This step grants Veterans three PE 185 Activity credits toward their degree requirements.
(The LBCC Veterans Office will not certify for these class)
7. Request and submit your military transcripts
 - a. Log into the JST website and request your military transcripts be sent to the school
<https://jst.doded.mil>
 - b. Air Force Veterans must request their military transcripts from the Air University
<http://www.airuniversity.af.mil/Barnes/CCAF/>
8. Request and submit official transcripts from all previously attended schools.
 - a. Complete Transfer Credit Evaluation online form sent to your student e-mail account
9. Register for classes and submit an Enrollment Verification Form to the LBCC Veterans Office. Forms are available online or by email request.
<https://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

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

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