

Intake Ch: 30-Montgomery G.I. Bill
Sierra College Veterans Office (916) 660-7470

Important Information! *All Veterans and active Guard/Reservist at Sierra College receive Veteran's Priority Registration each semester. Please start the VA process early in order to utilize this benefit.*

Directions: Complete each of the steps below. Check the box as you complete each one.

1. **Apply to Sierra College:** www.sierracollege.edu
 - o If you are flagged for non-residency, please talk to Veterans Office as you might be eligible for a waiver
 - o IMPORTANT....Once you have applied to college, you will receive an email with a password and user ID name. **DO NOT LOSE** this email!
2. **Priority Registration:** Turn in your DD214 or active duty ID to receive priority registration... Veterans get first pick of classes!
3. **Log into your "mySierra" account:** The school and Veterans office will send communications through your mySierra email.
4. **!!!California Residency:** **If you are flagged for non-residency, please talk to Veterans Office as you might be eligible for a waiver.**
5. **Take assessment tests** for math, English, and reading at (916) 660-7430, unless you meet the following conditions:
 - o Provide assessment scores dated within last 5 years from another college.
 - o Provide transcripts w/English, math, and reading classes with "C" or better.
6. **Order official transcripts From all colleges.** Include any college you attended before, during, or after your military service. You may bring in official transcripts with you as long as they remain in a sealed envelope.
7. **Complete VA Form 22-1990** (<http://vabenefits.vba.va.gov/vonapp/main.asp>) Application for VA educational benefits.
8. **Complete VA Form 22-1995** (<http://vabenefits.vba.va.gov/vonapp/main.asp>) Transferring from another school at which you used VA Educational Benefits.
9. **Submit copy of DD-214, "Member 4 copy".** Required to receive 5 units of credit.
10. **Submit Certificate of Eligibility (COE) to Veterans Office.** Once approved by VA for educational benefits, VA will send you a "certificate of eligibility" letter; please bring to the Sierra College Veterans Office.
11. **SUBMIT COPIES OF YOUR "KICKER" OR "COLLEGE FUND."** If your kicker was taken out in monthly increments, bring all copies of your LES that show all deductions totaling \$600.00. If you were awarded a college fund, this should be on your original paperwork completed when you enlisted or on your DD214.
12. **Veteran Orientation.** In order to be cleared to register for courses and schedule an appointment with a Veteran Counselor, you must first complete the Veteran Orientation.
13. **Schedule appointment with Veteran Counselor.** Once above steps have been completed, the Veteran Counselor will evaluate all prior coursework and assist you in mapping out a VA approved educational plan, which will clearly define what classes are approved by the VA.

14. **Register for classes.** (Note, if the above steps have been completed, the VA office will code you as a veteran and you will be eligible for priority registration.)
15. **Submit VA Enrollment card to Veteran Office immediately after registering for classes, and/or making changes to your schedule every semester** (cards located in Veterans Office).
16. **Use telephone WAVE system to verify classes monthly:** Call the VA at 1-877-823-2378 to complete monthly verification of attendance the last day of the month at the earliest
17. **VA Health Benefits and Disability Claims.** Please reference the Local Veteran Resources Handout for current VSO contact information to file a claim. Submit a DD214 to the Mather VA Enrollment office at 10535 Hospital Way Mather, CA 95655
18. **Unemployment Benefits:** You can access the online *eApply4UI* application at www.edd.ca.gov or phone (800) 300-5616.
19. **Apply for FAFSA (Free Application for Federal Student Aid).** Veterans may be entitled to financial aid and fee waivers in addition to their GI Bill. Stop by the Financial Aid office for assistance.