



Veterans Services Office Checklist for Enrollment at IVCC

This form is available at
<https://www.ivcc.edu/financialaid>
Select Veterans Educational Assistance

- Apply to IVCC – <https://admissions.ivcc.edu/apply/> or call the Admissions Office, 815.224.0447 – Make sure you indicate that you are a veteran for priority registration.
- Apply for your Federal Benefits if you are eligible – <https://www.va.gov/education/how-to-apply/> – Do your research and make sure you are choosing the best program for your needs.
- Apply for Illinois state benefits if eligible – Illinois Veteran Grant (IVG), Illinois National Guard Grant (ING) or MIA/POW Grant; go to <https://studentportal.isac.org> and select Program Applications & Status Checks to apply.
- Apply for financial aid – <https://studentaid.gov/h/apply-for-aid/fafsa> – ask about special circumstances if you are recently discharged or your income has recently been significantly reduced
- Have your military transcripts sent to IVCC – Army, Navy, Marines, and Coast Guard – <https://jst.doded.mil/jst/> or Air Force & Space Force – <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
- Submit your DD214 to the Records Office for evaluation. Submit any prior college transcripts as well. Request to have them, as well as any military transcripts evaluated. Complete the Request for Evaluation of Transcripts form – <https://www.ivcc.edu/transferservices/Requestforevaluationoftranscripts.php>
- Take placement exams – Register at <https://www.ivcc.edu/assessmentcenter/index.php> or call the Assessment Center, 815.224.0542, to schedule your appointment
- Meet with a counselor – Contact the Counseling Center, 815.224.0360, to make an appointment or confirm that the walk-in option is available on the day or evening you plan to be on campus
- Register for classes – either online through Self-Service, by phone, or in-person in Records & Admissions
- Complete an *Enrollment Certification Request* and submit a copy of your schedule to the School Certifying Official located at the Financial Aid Office, if you require GI Bill ® certification.
- Contact the Cashier to pay tuition and fees (Chapter 33 – the Certifying Official has to post the tuition first)
- Chapter 30 and 1606 recipients should log onto – <https://www.gibill.va.gov/wave/index.do> – the WAVE system – or call 1.877.823.2378 to certify on the last day of each month
- Chapter 33 recipients will have to reply 'Yes' to the verification text from the VA or by phone at 1.888.442.4551 to verify their enrollment status each month to continue receiving their monthly housing allowance (MHA) and/or kicker payments.
- Veterans Lounge –C105B Located to the right of the cafeteria, this is open for your use, door is always unlocked, great quite place to relax/do homework etc.
- Check out the state website – Illinois Department of Veterans Affairs – for any additional benefits or assistance you might need – <https://www.illinois.gov/veterans/Pages/default.aspx>
- Access www.va.gov to keep track of all your benefits, education, and more.

For questions please call the School Certifying Official, 815.224.0200

GI Bill (R) is a registered trademark of the U.S. Department of Veterans Affairs (VA) More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.