



VETERAN STUDENT CHECKLIST

"X = COMPLETE"

APPLY FOR COLLEGE	
1	<p>Application Form: http://kauai.hawaii.edu/apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designate Kauai Community College as your Home Institution <input type="checkbox"/> Declare a major (e.g. Liberal Arts, Accounting, Electronics Technology) <input type="checkbox"/> Apply for Federal Student Aid (FAFSA): https://fafsa.ed.gov/ <input type="checkbox"/> Declare Residency: Non-resident veterans who were honorably discharged from active duty within 3 years of enrollment and are eligible for GI Bill® education benefits may be eligible to pay in-state tuition (spouses and dependents may be eligible if GI Bill benefits are transferred). You must complete and submit the Veteran Exemption to Non-Resident Tuition Rate Form. If you are not eligible for this, be sure to submit for resident status after the required 1 year. Form at Registration desk. For more information: Hawai'i Residency Requirements. <p>APPLICATION DEADLINE You will be given priority consideration if your UH System Application and all other required materials are submitted by the specified deadline. The priority deadline for the Fall semester is August 1. The priority deadline for the Spring semester is December 1st.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Received "Acceptance Letter"
2	<p>FOR GI BILL, APPLY TO VETERANS AFFAIRS TO DETERMINE ELIGIBILITY & WAIT FOR THE "CERTIFICATE OF ELIGIBILITY" (COE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Veterans - Apply at Veterans On-Line Application (VONAPP) site: http://www.va.gov <input type="checkbox"/> Contact Vocational Rehabilitation Counselor or Case Manager on acceptance of Application from VONAPP. <ul style="list-style-type: none"> o DATE OF APPT: __/__/____ TIME OF APPT: __: __ PM/AM <input type="checkbox"/> Veterans - If you are using CH 31-Vocational Rehab funds, you need to be sure you or your Vocational Rehabilitation Counselor submitted your Request for & Receipt of Supplies for reimbursement (VA Form 1905) , COE not required: http://www.benefits.va.gov/VOW/docs/28-1905m.pdf. <input type="checkbox"/> Dependents – Serviceman must transfer benefits in <i>ebenefits</i>. Dependent needs to apply for new COE through Veterans On-Line Application (VONAPP).

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		<ul style="list-style-type: none"> <input type="checkbox"/> Reservists/Active Duty/Guard - If you are using Tuition Assistance funds, meet with your Educational Rep/Spec to start processing, COE not required. (Academic Counselor can create a "degree plan".) <ul style="list-style-type: none"> o DATE OF APPT: __/__/__ TIME OF APPT: __: __PM/AM <input type="checkbox"/> Verify Resident/Non-Resident Application Status following regulations. <input type="checkbox"/> For Questions Contact U.S. Department of Veterans Affairs: 1-888-442-4551.
REQUEST TRANSCRIPTS		
	3	<ul style="list-style-type: none"> <input type="checkbox"/> Veterans - All Branches, except U.S.A.F. - Go online and Request Military Transcript at: https://jst.doded.mil (May need to use Internet Explorer as your browser to gain access) <input type="checkbox"/> For U.S. A.F. submit at: www.au.af.mil/au/barnes/ccaf/transcripts.asp <input type="checkbox"/> Submit all civilian prior education transcripts to KCC mailed directly (unopened) to Kauai Community College, Admissions & Records, 3-1901 Kaumualii Hwy., Lihue, HI 96766
AFTER ACCEPTED		
	4	<p>GET ACCEPTED TO Kauai Community College (KCC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> You are accepted when you received an "Acceptance Letter". The letter will verify your (a) major, (b) tuition status, (c) health clearance requirements, (d) information about academic advising and registration, and (e) payment deadlines. <input type="checkbox"/> Contact Admissions and Records 808-245-8225 for an appointment to review Transcripts for transferable credits. http://kauai.hawaii.edu/pdf/admissions/TranscriptEvalRequestForm.pdf <ul style="list-style-type: none"> o DATE OF APPT: __/__/__ TIME OF APPT: __: __PM/AM <input type="checkbox"/> Prior Learning Assessment (PLA): Make an appointment with Student Services (808) 245-8212 for review of credits that may be awarded for work experience. Request an appointment. Webpage: https://sites.google.com/a/hawaii.edu/prior-learning-assessment/ <ul style="list-style-type: none"> o DATE OF APPT: __/__/__ TIME OF APPT: __: __PM/AM <input type="checkbox"/> ATTEND NEW STUDENT ORIENTATION <input type="checkbox"/> Establish My UH Account: https://myuh.hawaii.edu. Create your username & password by clicking on "Get a Username". Make your computer secure & other support: (Free Virus Software) http://www.hawaii.edu/askus/831.
	5	<p>SUBMIT HEALTH CLEARANCE DOCUMENT TO KCC HEALTH CLINIC http://kauai.hawaii.edu/health-requirements</p>

*** For further assistance, please contact the Veterans' Support Center at 808-245-8391 ***

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		<input type="checkbox"/> Submit a copy of the MMR clearance & TB/PPD test results to Admissions. <u>Registration will not be permitted without TB and MMR clearances</u>
	6	<p>TAKE PLACEMENT TEST</p> <input type="checkbox"/> Placement tests determine eligibility for English & Math classes. If you already took English & Math classes from a previous college, this may not be required. Call 808-245-8212 to make an appointment.
	7	<p>FILL OUT THE VSEI (<u>V</u>eteran <u>S</u>tudent <u>E</u>nrollment <u>I</u>nformation) FORM</p> <input type="checkbox"/> Register for your classes and complete VSEI form. Sign & date <input type="checkbox"/> Submit to your VA Certifying OFFICIAL/Registrar with a copy of your DD214 or Form 2384 (NOBE). Submit to Admissions and Records 808-245-8225 arkauai@hawaii.edu <input type="checkbox"/> This step does not apply to those using Tuition Assistance funds.
	8	<p>BUY YOUR TEXTBOOKS</p> <input type="checkbox"/> Textbooks are purchased at the KCC Bookstore or online. <input type="checkbox"/> Loan Closet at KCC Veterans' Support Center, when available
START SCHOOL		
	9	<p>ATTEND NEW STUDENT ORIENTATION ATTEND CLASS ON THE FIRST DAY OF CLASSES</p>
	10	<p>WAIT FOR YOUR TUITION TO BE PAID OR PAY FOR YOUR TUITION; RECEIVE BAH (HOUSING MONIES); RECEIVE KICKERS &/OR TEXTBOOK STIPEND</p> <input type="checkbox"/> CH 33-Post 911 GI BILL & CH 31-Vocational Rehab tuition will be handled by KCC Cashier's office. All other Chapters require YOU to pay the tuition and then get reimbursed. <input type="checkbox"/> If you are receiving BAH, kickers, or/& other stipend monies, it will be paid to your identified account about 4-8 weeks after classes have started.
ADDITIONAL SUPPORT		
		<p>ACADEMIC ADVISING & Health Services</p> <input type="checkbox"/> Call Counseling & Advising Office at 808-245-8212 to schedule an appointment for assistance in developing an academic plan. <input type="checkbox"/> Optional: Make appointment w/ KCC Disability Services: http://kauai.hawaii.edu/disability-services

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APPLY FOR HOUSING, MEDICAL RECORD, HOME LOANS, HEALTH & OTHER BENEFITS

<http://Explore.va.gov/file-claim>

Request assistance at Kauai Veteran's Support Center if need help.

Review all Student Services at <http://Kauai.Hawaii.edu> for additional support services, such as tutoring, wellness services, etc.

Apply at Community Based Outpatient Clinic (CBOC) for available services

NOTES

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