

Welcome to South Louisiana Community College! On behalf of our entire institution, we would like to thank you for your military service to our country.

The Office of Financial Aid is committed to ensuring that you are able to maximize your military benefits as you pursue your educational goals. In an effort to do so, we have prepared the following guide to help you navigate through the process:

Step 1: Submit your military transcripts and ALL prior college transcripts to the SLCC Admissions Office for transfer credit evaluation. Your military transcript can be obtained by visiting <https://jst.doded.mil>, or you have the option to complete the SLCC **VA Joint Service Transcript Authorization Release** form to authorize SLCC to obtain your military transcript on your behalf via <https://www.solacc.edu/financial-aid/va-forms>.

**\*\*\*Students will NOT be certified or processed without transcripts being received – NO EXCEPTIONS!\*\*\***

Step 2: Complete the online application for VA Education Benefits (Form 22-1990). All Dependents or spouses of Veterans must complete the Dependents' Application for VA Education Benefits (Form 22-5490). Both forms can be found at <https://www.benefits.va.gov/BENEFITS/Applying.asp> OR <https://www.va.gov/education/how-to-apply/> and may be submitted electronically or by mail. Call 1-888-442-4551, Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request a VA application to be sent to you. Once the application is complete, mail it to the VA regional claims processing office that is in the same location as your school.

Step 3: Upload your **Certificate of Eligibility (COE)** (received from VA) to the SLCC Office of Financial Aid. Your COE and any other VA documents may be uploaded to <https://www.solacc.edu/financial-aid/veteran-affairs>.

**\*\*\*Students MUST provide COE by end of first semester of attendance.\*\*\***

Step 4: Complete the **Request to Certify Enrollment (RTC)** form. This form may be obtained at <https://www.solacc.edu/financial-aid/va-forms>. You will be required to attach a copy of your schedule when completing the electronic form. The Office of Financial Aid will route your VA documents to a Student Success Academic Advisor for verification. A Student Success Academic Advisor will submit the RTC, schedule, and degree audit to a School Certifying Official in the Office of Financial Aid. An initial certification of courses (without tuition and fees) will be submitted to VA **no sooner than 30 days before the beginning of the term.**

**\*\*\*Please note that this form must be completed every semester you wish to utilize VA benefits.\*\*\***

Step 5: If you are interested in applying for Federal Student Aid, please complete a Free Application For Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa/>.  
SLCC Federal School Code: **039563**

Please note that adding/dropping courses, withdrawing from a course, receiving an incomplete in a course, or program/major changes must all be reported to the VA School Certifying Official by completing the **Enrollment Change for VA Educational Benefits form**. This form may be obtained by visiting <https://www.solacc.edu/financial-aid/va-forms>. **Failure to report changes could result in a student balance to the college and possibly VA.**

Tuition and fees, for each course, will be submitted to VA **approximately 1 to 2 weeks after your attendance is reported** to the SLCC Registrar's Office.

We hope this guide helps to answer any questions you may have regarding your VA educational benefits. If you have any questions, or need more information, please contact a VA Certifying Official at 337-521-9621 or email us at [certifying.official@solacc.edu](mailto:certifying.official@solacc.edu).

Thanking you once again for your service,

The Office of Financial Aid  
South Louisiana Community College