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***Veteran Services Office Intake Checklist***

***www.deanza.edu/veterans***

**** [**Steps to Enroll with VA Benefits**](http://www.deanza.edu/veterans/applyingforvabenefits.html)Check off each box as you complete it.

#### Apply for Admission to De Anza

* [Apply Online](http://www.deanza.edu/registration/myinfo.html)
* After you receive your De Anza welcome letter with your student ID number, try your [first-time MyPortal login](http://www.deanza.edu/registration/myportallogin.html).
* How to report a problem: If the CCCApply application or your MyPortal login do not work as described, please fill out the [A&R Help Form](http://www.deanza.edu/admissions/reghelp.html).
* **Apply for VA Educational Benefits**
* [Complete the online application (vets,gov)](http://www.vets.gov/education/)

#### Order Transcripts

* Order transcripts from all colleges that you previously attended
* Request your Joint Services transcript at this link:

<https://jst.doded.mil/smart/welcome.do>

#### Take Placement Tests

* Make an [appointment to take your test(s)](http://www.deanza.edu/admissions/placement/).
* If you completed English/ESL, Math, Chemistry or Biology courses at another college or received qualifying scores on high school AP exams, see [How to Request Prerequisite Clearance](http://www.deanza.edu/admissions/placement/prereqclear.html).
* **Apply for Financial Aid**
* Visit the [Financial Aid Office](http://www.deanza.edu/financialaid/) for options
* **Complete Orientation**
* <http://www.deanza.edu/registration/newstudents.html>

#### Visit the Veteran Services Office upon completion of all steps and all required items

* + Certificate of eligibility; Ebenefits status of application
  + DD-214 Member 4; N.O.B.E.(Reservists Only)
  + Official College Transcripts (unopened/mailed direct/electronic)
  + Joint Services Transcript (electronic)
  + Assessment Results
  + Abbreviated Ed Plan (from orientation)

***Veteran Services Office Only***

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| --- | --- |
| * Student Responsibility | * Prior Credit Evaluation |
| * SGASADD codes | * Counseling Referral |

SCO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_