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***Veteran Services Office Intake Checklist***

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

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

#### Apply for Admission to De Anza

* [Apply Online](https://www.deanza.edu/apply-and-register/)
* After you receive your De Anza welcome letter with your student ID number, try your [first-time MyPortal login](https://www.deanza.edu/apply-and-register/apply/myportal_login.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](https://www.deanza.edu/admissions/request-help.html)

**Apply for VA Educational Benefits**

* [Complete the online application (va.gov)](https://www.va.gov/)

#### 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>

#### Complete the Assessment Process

* Check your [placement](https://www.deanza.edu/assessment/)
* 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](https://www.deanza.edu/admissions/evaluations/prerequisites.html)

**Apply for Financial Aid**

* [https://studentaid.ed.gov/sa/fafsa](https://studentaid.ed.gov/sa/fafsa%20%20)

**Complete Orientation**

* + Visit [New Student Orientation](http://www.deanza.edu/apply-and-register/apply/orientation.html) for options.

#### Email Intake Check List upon completion, including required documents to: Veteran Services Help

* + Certificate of eligibility; Ebenefits status of benefits
	+ DD-214 Member 4; N.O.B.E.(Reservists Only)
	+ Official College Transcripts (mailed direct/electronic)
	+ Joint Services Transcript (electronic)
	+ Assessment Process (Placement)
	+ Completed FAFSA

***Veteran Services Office Only***

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| * Student Responsibility
 | * Prior Credit Evaluation
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| * SGASADD codes
 | * Counseling Appointment
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