



# NEW VETERAN STUDENT CHECKLIST

1. Apply for the **GI Bill Educational Benefits on-line** at: (<https://www.benefits.va.gov/gibill/apply.asp>)
2. Apply for **Admission** to Los Angeles Southwest College (<http://www.lasc.edu>). If student has attended any previous colleges, have **Transcripts** mailed directly to the Admissions & Records Office. (This applies even if the attendance is for a short period of time with no units completed.)
3. Complete the on-line student **Orientation located in your Student Portal** to receive necessary information on academic programs, policies and procedures, and student support services at (<https://laccd.craniumcafe.com/group/admissions-and-records-lasc/lobby>). You will have to register and use your login and password information. This on-line orientation will provide you with an overview of the different resources and support services that are available for your success.
4. Apply for **Financial Aid**
  - A. Apply by submitting the FAFSA on-line at [www.fafsa.gov](http://www.fafsa.gov) where you will first need to obtain an **FSA ID** (<https://fsaid.ed.gov>)
  - B. Make sure to add LASC's federal ID#: **007047**
5. Schedule a **Veteran Counselor Appointment via [The Veterans Resource Center](#)** to create a **Veterans' Student Educational Plan (VSEP)**, the following items are **required** during the appointment:
  - A. Copy of **DD-214**
  - B. **Certificate of Eligibility (COE)** or the **Tungsten VR& E Authorization** for Ch.31 (*provided by VA once you are approved for educational benefits*)
  - C. Unofficial transcripts from other institutions (if applicable)
  - D. **LASC Student ID #** (starts w/ 88- or 900-) **and Veterans' Intake Form** located on [The Veterans Resource Center](#) page
6. **Enroll in Classes** (*You will **only** be paid for courses listed on your VSEP*)
  - A. Log into Student Portal, select enroll
  - B. Select semester(s) for which you want to enroll
  - C. Click add a class, click on search icon, find your course, select it
7. As of Summer 2022, a **Veterans' Request for Certification Form** located on [The Veterans Resource Center](#) page **must** be submitted to the SCO &/or the Veterans' Counselor **for each semester** the Veteran student &/or dependent would like to utilize VA educational benefits (GI Bill Programs).
8. During each semester, schedule an appointment with the **Veterans Counselor** for a **Follow-Up**. (Note: if you **add or drop** any classes listed, let the **School Certifying Official (SCO)** know immediately, failure to do so may result in garnished VA payments. **NOTE:** You may repeat courses, only if deemed necessary for the completion of your program of study.)