

## VSO Intake Checklist

### 1. APPLY FOR ADMISSION TO DE ANZA

- Online application website: <https://www.deanza.edu/apply-and-register/>
- Apply for Financial Aid (FAFSA): <https://studentaid.gov/h/apply-for-aid/fafsa> \*save confirmation page \*

### 2. APPLY FOR VETERAN EDUCATIONAL BENEFITS

- VA application website: <https://www.va.gov/education/how-to-apply/> \*save confirmation page \*

**OR** Change School of Training or other Veteran Education Benefits:

<https://www.va.gov/education/change-gi-bill-benefits/> \*save confirmation page\*

### 3. CONTACT A CERTIFYING OFFICIAL

➔ <https://www.deanza.edu/veterans/forms.html>

- DD-214 or N.O.B.E. (not applicable to Dependent Student using Chapter 35)
- Certificate of Eligibility Letter (COE) or confirmation page after you apply
- Financial Aid (FAFSA) Confirmation page
- Signed **Student Responsibility Form**: <https://www.deanza.edu/veterans/forms.html>

### 4. REQUEST ELECTRONIC TRANSCRIPTS

- Official Transcripts from **ALL** previously attended Colleges.
- Official Joint Service Transcripts (JST'S) <https://jst.doded.mil/jst/>  
(JST's not applicable to Dependent Student using Chapter 35)

### 5. SCHEDULE APPOINTMENT WITH THE VETERANS COUNSELOR

➔ <https://www.deanza.edu/veterans/our-counselors.html>

- Must complete a Veterans Education Plan for Veteran Educational Benefits.
- Submit a Request for Enrollment Certification form **AFTER** you have met with the Veteran Counselor:

➔ <https://www.deanza.edu/veterans/forms.html>

### 6. FOR CONTINUED PRIORITY REGISTRATION YOU MUST:

- Declare a Major and select a Goal in MyPortal
- Complete New Student Orientation; <https://www.deanza.edu/apply-and-register/apply/orientation.html>
- Have an education plan in DegreeWorks that includes classes for the quarter you want priority registration.  
➔ **Maintain GPA of 2.0**

**Contact the Veteran Services Office for assistance** <https://www.deanza.edu/veterans/>