

VETERANS ENROLLMENT CHECKLIST

Step 1: Apply for Veteran Education Benefits

If you are utilizing your veterans or dependent of a veteran education benefits for the first time, you must [submit your application for benefits to the VA](#). You will receive a certificate of eligibility in the mail from the VA once your application has been processed (approximately 30 days).

Step 2: Begin the enrollment process at Cuesta College

1. Complete the [online application](#) to apply to Cuesta College
2. Please check with Admissions and Records if your residency is determined to be out of state. With AB 540 and/or AB13 VACA, you may be eligible for in state tuition. There are deadlines for residency. For more information visit our [Residency information page](#). If you have questions, please email Admissions & Records: admit@cuesta.edu
3. [Apply for Financial Aid](#)
4. Complete the [online orientation](#)
5. In order to secure [priority registration](#), submit a copy of your DD-214 form to veterans@cuesta.edu
6. To view your priority date/time to register, [login to myCuesta](#) - go to the Student tab, Steps to Success channel, and click on "Check Registration Status".

Step 3: Request all Military and School Transcripts

MILITARY TRANSCRIPTS:

Request official military transcripts to be sent to the Cuesta College Admissions and Records Office via the following sites:

- o Air Force: Complete the [USAF Transcript Request Form](#) and mail it to the address shown on the form.
- o Army, Coast Guard, Marines, and Navy: [Submit your request electronically](#)
(Note: if you get the message "Your connection is not private", click on the link that says "ADVANCED" and then click on "proceed to jst.doded.mil/smart/welcome.do")

SCHOOL TRANSCRIPTS:

[Request official transcripts](#) of all previous college enrollment to be sent to the Cuesta College Admissions and Records office.

Step 4: Complete your Student Education Plan (SEP)

[Make an appointment](#) to see a counselor who will help you create a Student Education Plan (SEP).

Be sure to ask about Math and English placement.

Contact: Andrea Devitt, Veterans Counselor, [Book an appointment](#), adevitt@cuesta.edu

Step 5: Register for classes

Be sure to follow your Student Education Plan (SEP)

To register, login to the myCuesta web portal, then open the Student Registration Services portlet. Click here for directions: [How to register in myCuesta](#).

Please visit our [Registration page](#) for more detailed instructions on how to register for classes at Cuesta College.

Step 6: Make an appointment with a Certifying Official

If you are using your VA benefits with Cuesta College for the first time, you must have your letter of eligibility from the VA to schedule an appointment.

To make a Zoom appointment to meet with our certifying official, be sure to select if you were active military (which branch) or if you are dependent/spouse **and** select ***Certification – New**

[Click this link to schedule an appointment](#)

NOT EVERYONE NEEDS TO MAKE AN APPOINTMENT TO GET VA CERTIFIED

If you can answer **YES to ALL the questions below**, you do not need an appointment:

- Are you a returning student within 1 year?
- Was the last time you used your GI-Bill benefits at Cuesta College?
- Last semester did you pass **ALL** your classes with a C or better? (NO C- or below)
- Have the same Degree Plan as last semester?

[To be recertified, fill out this form](#) and email it to kandrew@cuesta.edu

For more information, check out the Veterans Services website:

<https://www.cuesta.edu/student/studentservices/veterans/index.html>