

VRC Intake Checklist

1. **Apply for Admissions to Foothill College & Financial Aid (FAFSA)**

- Apply for Admissions: <https://foothill.edu/reg/admission/apply.html>
- Apply for Financial Aid (FAFSA): <https://studentaid.gov/h/apply-for-aid/fafsa>

2. **Apply for VA Education Benefits**

- Application for VA Education Benefits (VA Form 22-1990): <https://www.va.gov/find-forms/about-form-22-1990/>
- Dependents' Application for VA Education Benefits (VA Form 22-5490) (**DEPENDENTS ONLY**): <https://www.va.gov/find-forms/about-form-22-5490/>
- Request for Change of Program or Place of Training (VA Form 22-1995): <https://www.va.gov/find-forms/about-form-22-1995/>

3. **Schedule an Appointment with a School Certifying Official**

- Jackie Chau: <https://calendly.com/chaujacklyn>
- Alyssa Michaelis: <https://calendly.com/michaelisalysa-fhda>
- DD-214 Member 4 or N.O.B.E. (*not applicable to Chapter 35 recipients*)
- Sponsor's DD-214 Member 4 (*only applicable to Chapter 35 recipients*)
- Certificate of Eligibility (COE) or confirmation page after you apply (*not application to Chapter 31 recipients*)

4. **Schedule an Appointment with a VRC Counselor**

- Richard Saroyan: <https://calendly.com/richardsaroyan>
- Miriam Orozco: <https://calendly.com/orozcomiriam>
- Must complete a Student Education Plan for Veteran Education Benefits

5. **Submit Transcripts for Evaluation**

- Official Transcripts from ALL previously attended Colleges are required for [Official Transcript Evaluation](#) (*For International Colleges, please contact a VRC counselor*)
- Official Joint Service Transcripts (JST's) - <https://jst.doded.mil/jst/> (*JST's are not applicable to Dependents using Chapter 35*)

6. **To Remain Eligible for Priority Registration, You Must:**

- i. Declare a Major in MyPortal
- ii. Select a goal of [transfer, degree, or certificate](#)
- iii. Complete the [New Student Orientation](#)
- iv. Meet [assessment requirements](#)
- v. Have an Education Plan in DegreeWorks (*NOTE: Ed Plan must include courses for the quarter you want priority registration*)
- vi. Meet the State requirements for Priority Registration (*i.e., 2.0 GPA, less than 110 units, has not previously obtained a Degree, etc.*)