

# VA Enrollment Checklist

- Apply for admission to ACC: <https://discover.alpenacc.edu/admissions/>
- Apply for and/or transfer VA Education Benefits from another school to ACC. <https://benefits.va.gov/gibill/>
- Request official transcripts be sent to Admission's Office at ACC (High School, GED, and/or any accredited colleges):  
**Admission's Office:** 665 Johnson Street | Alpena, MI 49707  
*Remember your military transcripts, they may also be valuable in awarding you academic credit towards your degree!*
- Army, Navy, Marines, and Coast Guard transcripts can be acquired through the Joint Services Transcript (JST) at  
<https://jst.doded.mil>
- Air Force: <https://www.airuniversity.af.edu/CCAF/>
- Apply for FAFSA (Free Application for Federal Student Aid), even if you are covered by military benefits, this could open up other federal and state scholarship and grant opportunities. It is always wise to complete the FAFSA before considering any kind of educational borrowing. Go to: <https://fafsa.gov>
- New students may be required to complete the placement assessment for reading, writing, and math.
- Sign up for New Student Orientation: <https://www.alpenacc.edu/studentorientations/>, you will meet with an advisor and register for classes at orientation. Be sure to ask your academic advisor about all training requirements including additional certifications, internships, apprenticeships, or licensings needed to work in your field of study.
- Turn in paperwork to our Certifying Official(s):
  1. VA Certificate of Eligibility apply at <https://www.va.gov/>
  2. Request for Certification (in the Financial Aid Office)
  3. Standards of Progress (in the Financial Aid Office)
  4. Copy of DD-214, member 4. (This requirement is exempt for those applying for Chapter 35, Chapter 1606 or had Chapter 33 benefits transferred to them as a dependent.)
  5. Copy of your ACC Registration & Billing Statement (in the Registrar's Office)
- Be sure to check your ACC e-mail often for important financial aid and registration information.
- Purchase books and get ready to start classes. *Welcome to ACC!*

*In compliance with the Veteran Affairs SIT-REP Act, Alpena Community College will not impose any penalty, including but not limited to, the assessment of late fees, the denial of access to classes, institutional facilities/resources, or require students to borrow additional funds for which interest or other charges are assessed, on any eligible student that is unable to meet his or her financial obligations because of a delayed GI Bill® payment. Students who are unable to make payments to ACC due to delayed GI Bill® payments should contact ACC's POC for Military and Veteran Services, Amanda Belusar, at (989) 358-7286, for assistance.*