



Chapter 31 Benefits Checklist

****All required documents must be turned in to avoid delay in processing and payment****

_____ Submit Houston Community College Admission Application <http://www.hccs.edu/apply>

_____ Apply for VA Educational Benefits <https://www.vets.gov/education/apply/>

_____ Submit VA Form 28-1905 (receive form Vocational Rehabilitation Counselor) ¹

_____ Submit Copy of DD-214 (Only Member 2, 3, 4, 6, or 8) ¹

_____ Official transcripts from all previous college(s) attended (regardless of accreditation) ²

Mail Transcript(s) to:

Houston Community College,
Office of Admissions & Records
P.O. Box 667517
Houston, TX. 77266-75117

OR

Hand Deliver Transcript(s) to:

(Official transcripts must be sealed)
3220A Main Street, Houston, TX. 77002
OR visit a campus VA Representative
<http://www.hccs.edu/locations/>

_____ Official Military transcripts <https://jst.doded.mil/smart/signIn.do> ²

(Note: Select option Houston Community College distance learning)

_____ Meet with an Academic Advisor

(Note: any changes to degree plan must be approved by your Ch 31 counselor)

_____ VA Certification Request (VACR) Form, <http://www.hccs.edu/veterans> – Must submit every semester AND for any enrollment change (drop/swap/withdrawal) ¹

_____ Enroll in HCC Courses (listed on your approved degree plan)

_____ Visit HCC VA office to receive Book & Supply Vouchers

(Note: vouchers are not available until 10 days before the first day of your class)

_____ Check the *Message Center & To Do List* in the Student System <https://myeagle.hccs.edu/>

¹If resubmission of any document is requested, you may do so by any of the following methods: Walk-In at Office of Campus Veterans Representative, Email: vaonline@hccs.edu , OR Fax: 713-718-8444.

²Official transcripts are required within 30-days of your first meeting with an advisor. A transcript service indicator (hold) will be placed on your account, which prevents you from making changes to your schedule.