



- \* *Please note that this is a general checklist for incoming students at Los Angeles Harbor College who wish to use VA Educational Benefits. Variations may occur between different benefit options.*
- \*\* *Interested students do not have to apply their benefits in order to utilize our Veterans' Services.*



### **STEP 1: APPLY TO LAHC**

- The application can be found through [www.lahc.edu](http://www.lahc.edu), or more directly at: <https://www.openccapply.net/uPortal/f/u6311s1000/normal/render.uP>
- **Once you have completed all of the steps to the application, you will receive a 9 digit Student ID Number.**



### **STEP 2: TRANSCRIPTS**

- Have transcripts from ALL prior institutions sent to LAHC.
- Request that your official transcripts be mailed to:  

**Los Angeles Harbor College  
Attn: Admissions & Records  
1111 Figueroa Place  
Wilmington, CA 90744**
- Admissions will **NOT** accept a hand delivered transcript. Even if you are delivering an official copy that is signed and sealed, it will be rejected. If your prior institution has a system in place with LAHC for electronic transfer, this will work.



### **STEP 3: BENEFIT SELECTION**

- Select which VA Educational Benefit is right for you.
- We invite you to call the Veteran Counselor, School Certifying Official, or the Veteran Resource Center to speak with other student veterans for advice or questions.
- Each potential benefit has a dedicated page with a detailed explanation, VA links, and application instructions. Navigate to these pages through our “Educational Benefits” link:

**[https://effectiveness.lahc.edu/student\\_services/vets/SitePages/Benefits.aspx](https://effectiveness.lahc.edu/student_services/vets/SitePages/Benefits.aspx)**



#### **STEP 4: eBENEFITS ACCOUNT**

- If you have not done so, create an eBenefits account.
- Write down and keep DS login / password in secure location. If your account ever becomes locked, it can become an extreme hassle.
- Set up Direct Deposit so your BAH and Book Stipends are received timely.



#### **STEP 5: APPLY FOR EDUCATIONAL BENEFITS**

- Now that you have researched your options, apply for your GI Bill.
- Easiest and quickest method of applying is through your new eBenefits account, which will take you to [www.vets.gov](http://www.vets.gov)
- Other application options are listed on our site.



#### **STEP 6: SCHEDULE APPT WITH VETERAN COUNSELOR**

- Call the VRC at 310-233-4093 to make an appointment to meet with the Veteran Counselor. Have your new Student ID # available.
- You will complete a comprehensive Student Educational Plan (SEP) with the counselor. This is required before we are able to certify your benefits.
- If you are undecided about your educational goals do not stress, the counselor is there to help you develop your pathways. The VA also understands that you will revise your SEP along the way.



#### **STEP 7: ENROLL IN CLASSES**

- Using your new comprehensive SEP, enroll in the upcoming classes.
- Student veterans are given 1<sup>st</sup> priority when enrolling in classes, confirm that you have been placed into Tier 1 for your registration assignment.
- There will always be a VA Work-Study student veteran available in the VRC to assist you if needed.



#### **STEP 8: CERTIFY YOUR BENEFITS**

- A few weeks after applying for your benefits you should have received a **Certificate of Eligibility (COE)** in the mail (Reservists have NOBE).
- Fill out the **VA Educational Benefit Certification Request Form** and our **LAHC Veteran Benefits Agreement Form**.
- Bring your COE, DD-214, and the 2 Forms to the School Certifying Official.
- Lastly, the School Certifying Official electronically sends the VA your “Enrollment Certification” or VA Form 22-1999.

