



## Checklist of Instructions for Chapter 33

First Time using Chapter 33 at HCC	Continuing to use Chapter 33 at HCC
Complete and submit Houston Community College admissions application.	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
Apply for VA Educational Benefits -Visit <a href="http://vabenefits.vba.va.gov/vonapp/default.asp">http://vabenefits.vba.va.gov/vonapp/default.asp</a>	Register for HCC courses
Receive Certificate of Eligibility and provide it to the HCC VA Office	
Request your official post-secondary academic transcripts from all previous college/universities as well as credentials from schools of training.	
Request your official military transcript. <ul style="list-style-type: none"> <li>Visit <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a></li> <li>Select Houston Community College (Distance Learning)</li> </ul>	
Mail <b>ALL</b> transcripts to the following address: <div style="text-align: center;"> <b>Houston Community College</b>  <b>Office of Admissions &amp; Records</b>  <b>P.O. Box 667517</b>  <b>Houston, Texas 77266-7517</b> </div>	<b>A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.</b>
Provide a copy of your DD214 (only Member 2,3,4,6, or 8; excluding 1) to the HCC VA Office.	
Visit with an HCC academic advisor to create a signed degree plan.	
Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.	
Submit a Veterans Affairs Information Data Sheet (only once)	
Register for HCC courses.	
Choose 'Other' or 'Cash' as payment option	
<b>Transfer Students: Submit a Form 22-1995 (veteran) or Form 22-5495 (dependent) <u>and</u> the above requirements.</b>	
<p>*If any steps are not completed, your package will not be considered complete and will not be processed by the HCC VA Office.*</p>	