Checklists of Instructions for Chapter 30 & 35

First Time using Chapter 30 or 35 at HCC	Continuing to use Chapter 30 or 35 at HCC
Complete and submit Houston Community College admissions application.	Register for HCC courses
Apply for VA Educational Benefits -Visit http://www.vabenefits.vba.va.gov/vonapp/default.asp	Pay for courses in full, with a payment plan, with Hazlewood, or financial aid.
Receive Certificate of Eligibility and provide it to the HCC VA Office	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
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. (**CHAPTER 30 ONLY**) • Visit https://jst.doded.mil/smart/signIn.do • Select Houston Community College (Distance Learning)	
Mail **ALL** transcripts to the following address: **Houston Community College** **Office of Admissions & Records** **P.O. Box 667517** **Houston, Texas 77266-7517**	**A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.**
Provide a copy of your DD214 (only Member 2,3,4,6, or 8; excluding 1) to the HCC VA Office. (**CHAPTER 30 ONLY**)	
Visit with an HCC academic advisor to create a signed degree plan.	
Register for HCC courses.	
Pay for courses in full, with a payment plan, with Hazlewood, or financial aid.	
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)	
Transfer Students: Submit a Form 22-1995 (veteran) or Form 22-5495 (dependent) and the above requirements.	

*If any steps are not completed,
your package will not be considered complete and will not be processed by the HCC VA Office.*

Revised on 1/23/17