



## Returning Military Students Using GI Bill® Benefits: Checklist for Success

1. If you have not already done so, request unofficial transcripts from all prior institutions and from the military.
  - **All prior institutions** include any institution that has or has not previously certified your enrollment to the Department of Veteran Affairs
  - **Military transcripts** are not your DD214. It is your transcript from the Community Colleges of the Air Force or Joint Service Transcripts (for those who served in the Army, Coast Guard, Marines, and Navy)
2. Meet with your Military Advisor
  - Discuss your desired program of study
  - Provide all transcripts and a **\*Military Transcript Evaluation Form** to them for review. Please note that your evaluation is done for your program of study. Should you change your program all transcripts must be reevaluated towards your new goal.
  - The advisor will enroll you in courses and explain your calendar block.
  - The advisor will create a RioCompass checksheet (mapping out your remaining required coursework).

---

**(Everything below this line will be discussed in the Rio Salado Veterans Services Office)**

1. Once you have visited your advisor and had your checksheet created, you will submit a **\*MCCCD Request for Benefits Form (RFB)**. This must be submitted ever semester.
  - Please make sure to carefully review the acknowledgements. This explains what you need to do in order to continue to meet the requirements of your VA educational benefit.
  - Rio's VA Office will go over this form with all in-person students. We highly encourage all distance learning students to contact us regarding any questions they may have.
2. Once the RFB has been submitted, Rio Veterans Services Office will do the following:
  - Defer your payment for the term (Although 120 day extension is granted all fees must be paid prior to enrollment in future terms)
  - Review your VA benefit eligibility. This will include reviewing for repeated courses, additional transcripts found in our VA system that have not been submitted for evaluation, academic probation issues, etc. **Should you not be eligible for certification you will be contacted via the email that was provided on the RFB form.**
  - Once we have certified your enrollment to the DVA, you will receive a confirmation email from the VA system.

## Other Important Items to Do

---

1. If you receive any transfer credit from your unofficial transcript evaluation you will want to have those official transcripts sent to us. They are needed prior to graduation. Transcripts can be sent to:  
Rio Salado College  
Admissions & Records  
2323 W. 14<sup>th</sup> Street  
Tempe, AZ 85281
2. Please ensure that you are being charged at the correct tuition rate:
  - The CH33 Post 911 GI Bill<sup>®</sup> does not pay for out-of-state or additional distance learning fees. They will only pay for the courses at the in-state tuition residency rate.
  - If you are a veteran who has just moved to Arizona but plan on making Arizona your home, you can work with the Records Office to submit the proper documentation to be “automatically” classified as a resident.
3. You may also apply for financial aid in conjunction with VA Education Benefits. Determine eligibility for grants and/or loans by submitting the Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (the RSC federal school code is: 014483).
4. **Documents Needed to Begin Classes:**
  - Unofficial prior institution and military transcripts
  - MCCCDC Request for Benefits Form

\*The following forms should be submitted online through dynamic forms. These links are available on our website under important documents.

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).