



## Veterans Affairs Enrollment Checklist

The list below describes and links the different steps in the enrollment process. If you need further assistance, please contact the Office of Veterans Affairs at 678-226-6841 or visit our office located in Building 100 Room 323.

### Pre-Acceptance:

- Apply to Gwinnett Technical College. The application can be found at [GwinnettTech.edu](http://GwinnettTech.edu) or in the Recruitment Office located in Building 100, Room 601 (\$25 application fee applies but is waived for veterans).
- Request an official copy of your military transcripts. *Note: Military transcripts are not mandatory for admission into the college but are reviewed for transfer credit.*
- Air Force - [au.af.mil/au/ccaf/transcripts.asp](http://au.af.mil/au/ccaf/transcripts.asp)  
Army, Navy/Marines, Coast Guard - [jst.doded.mil/smart/signIn.do](http://jst.doded.mil/smart/signIn.do)
- Request a copy of high school transcript(s) and all transcript(s) from other colleges attended.
- Transcripts must be evaluated by Gwinnett Tech to determine course equivalencies and all college transcripts are required for admissions.
- Provide residency documentation. (If discharged within last 3 years, provide DD214 & GA driver's license or 1 year GA resident provide GA driver's license.)
- Complete Accuplacer Placement Exam. The current schedule is available at [gwinnettech.edu/programs/assessment-testing-center/](http://gwinnettech.edu/programs/assessment-testing-center/).
- Apply for Financial Aid (if needed) at [fafsa.ed.gov/](http://fafsa.ed.gov/) using the school code 016139.
- Apply for GI Bill educational benefits using the VONAPP application. It is located on the U.S. Department of Veterans Affairs website at [benefits.va.gov/gibill/](http://benefits.va.gov/gibill/).

### Post-Acceptance

- Attend one of our Veterans Affairs information sessions. (Please see current information session schedule at [gwinnettech.edu/veteransaffairs/](http://gwinnettech.edu/veteransaffairs/))
  - During this session, please submit **one** of the following documents:
    - Copy of Certificate of Eligibility Letter
    - Copy of Member 4 DD214 and confirmation page from the VONAPP application
    - Copy of e-benefits confirmation
- Schedule an appointment for academic advisement with Enrollment Support Services.
- Attend Gwinnett Tech's New Student Orientation.
- Register for your courses on BANNER at [gtc-web.org](http://gtc-web.org).

### After Course Registration

- Complete Certification Request Form here [gwinnettech.edu/veteran-affairs/certification-request-form/](http://gwinnettech.edu/veteran-affairs/certification-request-form/)
- Chapters 30, 1606 & 35 (Diploma & Certificate Programs) must verify attendance month via:
  - WAVE (Web Automatic Verification of Enrollment) [gibill.va.gov/wave/index.do](http://gibill.va.gov/wave/index.do)
  - By Phone: 1-877-823-2378