

Vol State Veterans Affairs // 615-230-3447 // veterans.affairs@volstate.edu

## STEP 1: APPLY TO VOL STATE

- **Vol State Admissions** - App + Requirements
  - [www.volstate.edu/admissions](http://www.volstate.edu/admissions)

## STEP 2: USE YOUR BENEFITS

- **GI Bill® students** must get Certificate of Eligibility (COE)
  - **CH 33 Post-9/11 GI Bill®** download letters [www.va.gov/records/download-va-letters](http://www.va.gov/records/download-va-letters)
  - Login, DO NOT CLICK on 'Get Your VA Benefit Letters'! Scroll down to "What if I want to download a letter or document that isn't available from this tool?" Click [Download Your VA Education Letters](#)
  - **CH 30 Montgomery GI Bill®** [www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/](http://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/)
- **Tuition Assistance (TA)**
  - Be advised/register for classes with our office; access Army Ignited (CAC req.) - submit degree plan for approval; request TA no sooner than 60 & no later than 7 days prior to classes start. [www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html](http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html)
- **TN Strong Act**
  - Commander's signature, SCO completes part, then submit completed application packet to TN Strong Act manager. [www.tn.gov/military/programs-benefits/education-incentives/state-ta.html](http://www.tn.gov/military/programs-benefits/education-incentives/state-ta.html)
- **CH 33 Post-9/11 Transfer of Eligibility (TOE)**
  - Start at milconnect to transfer benefits <https://milconnect.dmdc.osd.mil/milconnect/>
- **CH 35 DEA (Dependent Education Assistance)**
  - Start application without signing in [www.va.gov/education/apply-for-education-benefits/application/5490/introduction](http://www.va.gov/education/apply-for-education-benefits/application/5490/introduction)
- **CH 1606 (Montgomery Selected Reserve)**
  - [www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/](http://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/)
- **VR&E - Veterans Readiness & Employment**
  - Application - be assigned a VR&E counselor [www.va.gov/careers-employment/vocational-rehabilitation/apply-vre-form-28-1900/start](http://www.va.gov/careers-employment/vocational-rehabilitation/apply-vre-form-28-1900/start)
  - VR&E Service Locations (select service type >> VR&E) [www.va.gov/find-locations/?facilityType=benefits](http://www.va.gov/find-locations/?facilityType=benefits)
- **MyCAA Scholarship**
  - For active-duty military spouses who meet eligibility criteria [mycaa.militaryonesource.mil/mycaa/](http://mycaa.militaryonesource.mil/mycaa/)

## STEP 3: MILITARY TRANSCRIPTS

- **Official military transcripts** to VSCC Gallatin Campus
  - Joint Services Transcript (JST) [jst.doded.mil/official.html](http://jst.doded.mil/official.html)
  - Community College of the Air Force CCAF [www.airuniversity.af.edu/Registrar/Transcript-Requests/](http://www.airuniversity.af.edu/Registrar/Transcript-Requests/)
- **DD214 Member 4 copy** to our office OR verification of successful Basic Military Training/Boot Camp

## STEP 4: OUR OFFICE REQUIREMENTS

- **Certificate of Eligibility (COE)** - Email/give a copy to us
- **Submit VCRF** (Veterans Certification Request form)
  - Access VCRF online form in My Vol State student portal, then Student Forms app
  - Provide **each semester** if using VA education benefits
- **Connect with our office:**
  - Advising/registration, benefits information, questions
  - BEFORE changing schedule after the semester starts
  - **ALWAYS update us** if your schedule changes!

## OTHER INFO & RESOURCES

### VA Education Call Center (education benefits questions)

- 1-888-GI BILL 1 (888-442-4551)

### Office of Adult Learners & Veterans Affairs

- Gallatin Campus - Ramer Admin Bldg - Rm 125  
veterans.affairs@volstate.edu PH: 615-230-3447  
[www.volstate.edu/military](http://www.volstate.edu/military)

### The Access Center (disability/learning assistance)

- access.center@volstate.edu PH: 615-230-3472  
[www.volstate.edu/access](http://www.volstate.edu/access)

### Financial Aid (Financial Aid Office)

- Complete FAFSA each academic year PH: 615-230-3456  
[www.volstate.edu/financialaid/apply](http://www.volstate.edu/financialaid/apply)

### TRIO Student Support Services - For eligible students

- trio@volstate.edu PH: 615-230-3732  
[www.volstate.edu/trio](http://www.volstate.edu/trio)

### Learning Commons (Free Tutoring Resource)

- Math & Science  
[https://libguides.volstate.edu/lc/math\\_science/intro](https://libguides.volstate.edu/lc/math_science/intro)
- Writing & Speech  
<https://libguides.volstate.edu/writing-center/intro>

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