



MILITARY and VETERAN ENROLLMENT CHECKLIST

This checklist is a guide to assist you in completing the enrollment process at Northeast Iowa Community College and receiving educational benefits from the Department of Veterans Affairs.

- Apply online at **www.nicc.edu/apply**.
- Submit high school and previous college transcripts.
- Request Official Military Transcripts and submit to admissions@nicc.edu. Air Force members request transcripts from **www.airuniversity.af.edu/Barnes/CCAF/FAQs**. All other branches request your transcripts at **jst.doded.mil/jst**.
- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to qualify for additional student aid.
- Register with an advisor and contact School Certifying Official to let them know you have enrolled and if you will be using and education benefits.
- Certify your attendance on the last day of each month for Chapters 30 and Chapter 1606 by calling 844.823.2378 (automated) or 888.442.4551 (live person). For Chapter 33 call 888.442.4551 or choose the VA's Opt-In feature to receive a text message each month prompting you to verify your enrollment status.
- Complete the ACCUPLACER® Reading and Writing assessment and ALEKS® Math assessment. Assessments may be waived based on appropriate previous college coursework, a transcript may be submitted in lieu of testing. We also accept your ACT®, SAT®, Armed Services Vocational Aptitude Battery (ASVAB) scores.

Process to Apply for Veterans Education Benefits

- Apply online at **www.va.gov/education/how-to-apply**.
- If you are using tuition assistance, contact your Education Service Officer (ESO) or counselor within your branch of service. Once your tuition assistance has been approved, send proof of approval to the School Certifying Official.
- Once you apply for benefits, you will receive a Certificate of Eligibility letter from the Department of Veterans Affairs. You must submit a copy of this form to the School Certifying Official.
- Submit a copy of your DD-214 or DD Form 2384 (Notice of Basic Eligibility – NOBE) and a copy of your College Fund (Kicker) contract, if eligible, to the School Certifying Office. **Dependents do not submit a copy of the DD 214 but must have the veteran's social security number or VA file number to apply for benefits.*
- Complete the NICC Veterans Worksheet in Student Eforms.



Why Military and Veteran Students Choose Northeast Iowa Community College

- Regionally accredited by the Higher Learning Commission (HLC).
- 28+ Tuition-free degree programs through Future Ready Iowa's Last-Dollar Scholarship for Iowa residents.
- Home Base Iowa (HBI) Community and Certified Higher Academic Military Partner (CHAMP).
- Will review military transcripts to articulate military experience into specific programs: Associate of Arts, Business Specialist, Applied Management and Criminal Justice
- Armed Services Vocational Aptitude Battery (ASVAB) test can be used for placement in reading, writing and math courses.
- The College cares about you and your family. Military or veteran spouses and children qualify for one of five \$1,000 scholarships.
- One of three fully funded CLEP and DANTES tests centers (proctor fees waived).
- Military & Veteran Student Club.
- An Associate of Arts degree option, Z-Degree, that is completely online, in eight-week class sessions and has NO textbook costs.
- More than 90 programs of study and 45 non-credit to credit pathways.
- Transfer articulation agreements in place with four-year colleges and universities.
- Military benefits trained staff.
- Generous military leave of absence policy.
- Free tutoring and technology support.
- Free career services assistance (resume, portfolio, mock interviewing and job search).
- Graduation recognition with red, white and blue cord along with a branch insignia stole.

School Certifying Official

Brandi Herring

Military & Veterans Services Coordinator

844.642.2338, ext. 2316

herringba@nicc.edu