

## MSJC Veterans Resource Center New Student Checklist

Student ID # \_\_\_\_\_

MSJC Email: \_\_\_\_\_

- ☐ **Application for New Students:** <https://msjc.edu/apply/new-students.html> **Returning Students:** <https://msjc.edu/apply/returning-students.html>
- ☐ **Apply for VA Education Benefits:** [VA.gov](https://va.gov)
- ☐ **Apply for CALVET Fee Waiver:** Needs to be resubmitted every April. [CalVet College](https://calvet.college.edu) ([riverside.ca.us](https://calvet.college.edu)). When approval letter arrives in mail, submit via Secure Document Upload <https://forms.msjc.edu/hub/edocs/student>
- ☐ **Apply for Financial Aid:** <https://msjc.edu/financialaid/steps-to-apply.html>
- ☐ **Submit Transcripts:** Official transcripts from other institutions are required after your first term of attendance. They may be sent electronically from an institution or vendor via email to [officialtranscripts@msjc.edu](mailto:officialtranscripts@msjc.edu). Paper transcripts can also be mailed and must remain unopened.
- ☐ **Counseling:** Schedule an appointment with a Counselor to get an educational plan, please email [veterans@msjc.edu](mailto:veterans@msjc.edu) to request an appointment. Educational plans are required if using Federal VA Educational Benefits.
- ☐ **Registration:** You will receive an email to your personal email address with specific information about your registration date and time. You can also check your Self-Service for your registration details. Registration for courses is completed via [Self-Service](#).
- ☐ **Student Email Account:** Your student email account will be created once you have registered for at least one class. Further details will be sent to the personal email address you provided on your application for admission. The VRC will use your MSJC email for all communications.
- ☐ **Submit Documents:** Secure Document Upload at <https://forms.msjc.edu/hub/edocs/student>
  - **Statement of Responsibility (SOR):** It is required to submit an SOR each term you register, add, or drop a course (s). Not submitting for a change in your courses may cause a delay in your certification process.
  - **Educational Plan:** Obtained from visit with counselor
  - **Certificate of Eligibility (COE):** VA will mail this document to you once they have processed your application for benefits.
  - **DD214:** This is for Veteran Students only and dependent students will not need this form.
- ☐ **Certification Process:** Once all documents are received the certification process can take between 3-4 weeks. Students will be emailed from [veterans@msjc.edu](mailto:veterans@msjc.edu) if there are any issues with documentation. Please check your MSJC student email regularly for important communication.

**For more information visit:**

- [Veterans Services at MSJC | Mt. San Jacinto College](#) MVC VRC Phone: 951-639-5237 Email: [Veterans@msjc.edu](mailto:Veterans@msjc.edu)
- U.S. Department of Veterans Affairs Education Benefits: (888) 442 – 4551
- California Department of Veterans Affairs (Cal Vet Fee Waiver): [CollegeFeeWaiver@rivco.org](mailto:CollegeFeeWaiver@rivco.org) (951) 955 – 3060