Your VA Education Checklist at Cochise College

Your School Certifying Officials (SCOs)

- **Last Names A–K:**

Karletta DiDonato — 520-515-3640 | didonatok@cochise.edu

Last Names L–Z:

To be announced

STEP 1 — Admissions & Residency
Apply or update your admissions application: https://apply.cochise.edu/
Email **adm@cochise.edu** to check if you qualify for **in-state military residency**
→ *VA only pays for in-state tuition.*

STEP 2 — Order All Transcripts (Required by the VA)
Order **official transcripts** from ALL previous colleges (no exceptions)
Send to:
Cochise College, Transcripts
901 N Colombo Ave, Sierra Vista, AZ 85635
Or emailed directly: **eval@cochise.edu**
If you served in the military:
Army, Coast Guard, Marine Corps, Navy, Reserve:
• https://jst.doded.mil/
• Email eval@cochise.edu to confirm you requested your JST
Air Force (CCAF):
• https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/

STEP 3 — Apply for VA Education Benefits (If Not Already Done)
Apply here to receive your Certificate of Eligibility (COE):
https://www.va.gov/education/how-to-apply/
VA Education Hotline: 888-442-4551

STEP 4 — Meet With Advising
Call 520-515-5483 or email advising@cochise.edu
Review your degree/certificate plan
Confirm whether your courses apply toward your program
Important: **Remedial courses (below 100 level) must be taken in person for VA to pay.**

STEP 5 — Complete Required VA Forms Every Semester

Semester Benefit Form (before registering for classes)
→ Prevents classes from dropping
→ *Link at https://www.cochise.edu/admissions/military-programs/veterans-assistance.html or attached form*

Veteran Training Review Form

- Complete page 1
- Initial & sign page 2
- **It is your responsibility to have Academic Advising complete and sign the advising portion of this form before submitting it to Veterans Services. Incomplete forms may delay your VA certification.**

Submit all forms to your SCO (listed at the top of the page).
Always notify your SCO before changing your schedule or program.

STEP 6 — Register for Classes
Student is responsible for adding/dropping courses
Inform your SCO immediately of **any** changes
→ Changes can affect your VA tuition/fees and monthly housing allowance

---

STEP 7 — Monitor Your Academic Standing
If your cumulative GPA drops **below 2.0**, you may need an **NSP Appeal**
Keep in contact with advising & your SCO for guidance

STEP 8 — Optional: Financial Aid
Complete the FAFSA for the correct aid year:
https://studentaid.gov/h/apply-for-aid/fafsa
Contact Financial Aid: finaid@cochise.edu
→ VA students can receive both VA benefits **and** financial aid.

STEP 9 — Book Advancement (If Needed)
Available only during the first few days of each term
Must be repaid within 45 days from the start of the term

STEP 10 — Monthly Enrollment Verification
Chapters **33, 35, 30, 1606:** must verify enrollment monthly
Verify Your School Enrollment | Veterans Affairs

Need Help?
Your SCO can assist with:
Program cost estimates
Cost of living expectations
How to maximize your VA benefits
Any VA education questions

Cochise College Help Desk (Student Portal Assistance): (520) 515-5400