



Veterans Affairs Enrollment Checklist

Getting Started

Services Provided:

West Georgia Tech's Office of Veterans Affairs assists U.S. military veteran, guardsmen, reservists, spouses and dependents with:

- Applying for GI Bill Benefits – completing and filing the proper forms and documents
- Referrals to appropriate campus networks and resources
- Information on financial aid opportunities

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 678-664-0564 and 678-664-0557, email us at VAresources@westgatech.edu, or visit our offices at the Carrollton and Douglasville campuses.

Pre-Acceptance:

- Apply to West Georgia Technical College. The application can be found at <https://www.westgatech.edu/> (\$25 application fee applies).
- 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 – <http://www.au.af.mil/au/ccaf/transcripts.asp>
Army, Navy/Marines, Coast Guard – <https://jst.doded.mil/smart/welcome.do>
- Request a copy of high school transcript(s) and all transcript(s) from other colleges attended.
Transcripts must be evaluated by West Georgia Technical College to determine course equivalencies and all college transcripts are required for admissions.
- Provide residency documentation. (If discharged within last 3 years, provide DD214 or 1-year GA resident must provide GA driver's license.)
- Complete Accuplacer Placement Exam. The current schedule is available at <https://www.westgatech.edu/admissions/placement-tests-policies/testing-schedule/>.
- Apply for Financial Aid (if needed) at <https://fafsa.ed.gov/> using the school code 010487.
- Apply for GI Bill educational benefits using the VONAPP application. It is located on the U.S. Department of Veterans Affairs website at www.benefits.va.gov/gibill/.

Post-Acceptance:

- Once you are certified by the VA Certifying Official, you must verify your enrollment with the Department of Veterans Affairs the last day of each month before you will receive your payment. To verify your enrollment, you can go to [Web Automated Verification of Enrollment \(WAVE\)](#) or call 1-877-823-2378.
- Schedule an appointment for academic advisement with Enrollment Support Services.
- Attend West Georgia Technical College New Student Orientation.
- Register for your courses on BANNER at <https://www.westgatech.edu/admissions/banner-web/>.

After Course Registration:

- Complete the Certification Request form located here: <https://www.westgatech.edu/financial-aid/veterans-programs/veterans-form/>

