



Veterans Affairs Enrollment Checklist

Getting Started

Services Provided:

Gwinnett Tech's Office of Veterans Affairs assists U.S. military veterans, 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 678-226-6343 or visit our office located in Building A, Room 218 on the Lawrenceville campus.

Pre-Acceptance:

- Apply to Gwinnett Technical College. The application can be found at GwinnettTech.edu or in the Recruitment Office located in Building A, Room 219 on the Lawrenceville campus (\$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 Gwinnett 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. If discharge was longer than 3 years ago, provide COE. If neither applies, you can provide a Georgia driver's license.)
- Complete ACCUPLACER Placement Exam. The current schedule is available at <http://www.gwinnettttech.edu/programs/assessment-testing-center/>
- Apply for Financial Aid (if needed) at <https://fafsa.ed.gov/> using the school code 016139.
- 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:

- Attend one of our Veterans Affairs information sessions. Please see current information session schedule at <http://www.gwinnettttech.edu/veteransaffairs/>
During this session, please submit one of the following documents:
 - Copy of Certificate of Eligibility Letter **OR**
 - Copy of e-benefits confirmation
- Schedule an appointment for academic advisement with Enrollment Support Services.
- Attend Gwinnett Technical College New Student Orientation.
- Register for your courses on Banner at www.gtc-web.org

After Course Registration:

- Complete the Certification Request form located here:
<http://www.gwinnettttech.edu/veteransaffairs/certification-request-form/>

GwinnettTech.edu

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