



CHAPTER 1607 – CHECK LIST (Reserve Educational Assistance Program) (REAP)

1. **New student or not attended SAC VA in last 3 years:**

- _____ Certificate of Eligibility (COE) or E-Benefits Eligibility
- _____ VONAPP confirmation page w/confirmation number/date/time (for initial visit ONLY)
- _____ DD 214-member4 copy (if available) or / Service 2 copy (if available)
- _____ Military transcripts – unofficial copy _____ College Transcripts (unofficial copy)
- _____ VA 22-1995 – Change of Program or Place of training – SAC VA office
- _____ Program of Study (Audited & Signed by VA Certified Advisor) – SAC VA office
- _____ Copy of Photo I.D. – SAC VA office
- _____ Student Responsibilities – SAC VA office
- _____ Print the following after registering for courses - Student Detailed Schedule;
Account Summary; General Student Record; Unofficial Transcripts – ACES Account

2. **Former Student and not attended SAC VA for one year or more:**

- _____ VA 22-1995 – Change of Program or Place of Training – SAC VA office
- _____ Program of Study (Updated & Audited/Signed by VA Certified Advisor) – SAC VA office
- _____ Copy of Photo I.D. – SAC VA office
- _____ Student Responsibilities – SAC VA office
- _____ Print the following after registering for courses - Student Detailed Schedule;
Account Summary; General Student Record; Unofficial Transcripts – ACES Account

3. **Students with current SAC VA file:**

- _____ Request to use benefit every term at the SAC VA office – Priority Certification Deadline
- _____ Print the following after registering for courses – Student Detailed Schedule;
Account Summary; General Student Record; Unofficial Transcripts – ACES Account

4. **Guest Student:**

- _____ 315 – Parent Letter (Call or ask SAC VA for details)
- _____ Certificate of Eligibility (COE) or E-Benefits (needed if 315 *does not* state eligibility percentage)
- _____ Copy of Photo I.D. – SAC VA office
- _____ Student Responsibilities – SAC VA office
- _____ Print the following after registering for courses - Student Detailed Schedule;
Account Summary; General Student Record; Unofficial Transcripts – ACES Account

STEPS TO USE VA EDUCATIONAL BENEFIT AT SAN ANTONIO COLLEGE VETERAN AFFAIRS

STEP 1: COMPLETE SAC ENROLLMENT PROCESS

Before requesting to use your VA educational benefit at SAC, you will need to be fully enrolled at SAC and registered for your courses. If you are a prior Alamo Colleges student and have not attended for 12 months, you may need to re-apply. If you are a new student, registration will occur at New Student Orientation. If you are a transfer student (other than Alamo colleges), allow Admissions and Records at least 15 business days to evaluate transcripts. For assistance with the enrollment checklist, visit the DWC on N. Main or call (210) 486-0040.

STEP 2: VA EDUCATIONAL BENEFIT AT SAC

Apply for your benefit through the Veterans Online Application (VONAPP) which can be found on the webpage: <https://vabenefits.vba.va.gov/VONAPP>. If you are unsure about your benefit or need assistance applying for your benefit, schedule an appointment with the VetSuccess on Campus counselor at San Antonio College by calling (210) 486-0111 or stopping by the SAC VA office. If you have not already applied for your VA Educational benefit, you may do so during your appointment; be sure to bring checking account number and routing numbers to ensure direct deposit of the benefit.

STEP 3: SUBMIT MILITARY TRANSCRIPTS

1. Submit an official copy of your military transcripts (AARTS, SMART, CCAF, and CGI) to the SAC Admissions Office for evaluation. Submit transcripts to San Antonio College, Admissions and Records - FAC 216, 1819 N. Main Ave., San Antonio, Texas 78212.

2. Request additional “unofficial copy” of the military transcript to be turned into the SAC VA. To request transcripts for ARMY/NAVY/MARINE CORP/COAST GUARD/SMART, go to the webpage: <https://jst.doded.mil/>. To obtain AIR FORCE (CCAF) transcripts, go to the webpage: <http://www.au.af.mil/au/ccaf/transcripts.asp>. Request that transcripts are sent to your home address.

STEP 4: DECIDE ON A PROGRAM OF STUDY

In order to use Veteran Educational Benefits at SAC, students must declare a career track and a program of study that SAC offers. If the student is still undecided on a career and their program of study, schedule an appointment with a Career Counselor in the Transfer and Career Center (TRAC) by calling (210) 486-1500 or stopping by the TRAC in the Moody Learning Center. Once decided on a program of study, be sure to declare your current program of study and primary institution through SAC Admissions and Records. For current SAC degrees and certificates, visit the webpage:

<http://alamo.edu/sac/academics>

STEP 5: ACADEMIC ADVISING

Students will need to meet with a VA certified Advisor and obtain an authorized program of study for their VA file. New/transfer students need at least one hour for “New SAC Student” advising. Copies of all unofficial college transcripts and CLEPS will be reviewed.

STEP 6: REQUEST TO USE VA EDUCATIONAL BENEFIT AT SAC

The SAC VA office will not take ANY documents until ALL necessary documentation can be submitted in order to certify to the VA.