RIO SALADO COLLEGE
A MARICOPA COMMUNITY COLLEGE

Students Using VA Education Benefits: Checklist for Success

1. **Apply for your VA education benefits or request a change of program/place of training** [here](#)
2. [Apply for admission to Rio Salado](#) and [Activate your Maricopa email](#)
3. **Submit your** [Identity Authentication and Declaration of Citizenship or Status](#) for lawful presence - be sure to include color photos of the required documentation for both [Lawful Presence and ID Authentication](#).
   a. If you do not live in Arizona or have lived in Arizona for less than one year, **submit a** [Domicile Affidavit for Veteran Students](#).
   b. *Please ensure that you are being charged at the correct tuition rate by visiting the Tuition Page for details on what rate you qualify for. Please contact the [Admissions Records & Registration Department](#) for detailed information on what documentation will satisfy residency requirements. *Note: The CH33 Post-9/11 GI Bill® only pays the in-state tuition rate and mandatory fees.* Rio Salado offers a reduced military rate to eligible students who reside outside AZ or do not otherwise qualify for in-state residency. Click **[here](#)** for more information. Rio Salado does participate in the [Yellow Ribbon Program](#) which can help offset out of state costs to eligible students.
4. **Submit a** [VA/Military Transcript Evaluation Form](#) and attach <u>unofficial</u> copies of transcripts from **all** previous education and training (we do not need transcripts from other Maricopa CC schools). ***We cannot certify your VA benefits until <u>all</u> prior education and training has been evaluated by your Military Advisor.**
   a. ***Note: Any official transcripts that are sent to Admissions & Records are not automatically shared with Military Advising. Please use the link above to submit your transcripts for evaluation.**
   b. Let your Military Advisor know you want them to order your JST transcript if you are a veteran or on active duty.
5. **Contact Military and Veteran Advising** to schedule an advising session. They can be reached by email at military.advisor@riosalado.edu or **480.517.8590.** During your advising session you will:
   a. Discuss your desired program of study and any transfer credit.
   b. The advisor can help enroll you in courses and explain your calendar block.
   c. The advisor will create a RioCompass checksheet (mapping out your remaining required coursework).
6. Once you work with your Military and Veteran Advisor, have a checksheet created, and are enrolled, **submit the** [VA Request for Benefits Form](#). *You will submit this form every time you register for new courses to let us know you are enrolled and wish to use your VA education benefits.*
   a. *After we receive your Request for Benefits, we will generate a VA Promissory Note for your completion/ signature (unless you have sufficient Financial Aid funds for the term or have an active payment plan in place). The notification will be sent to your Maricopa student email address. The form cannot be completed on a cell phone and must be on a laptop or desktop computer. After we receive the fully executed Promissory Note, we will protect your courses from drop due to non-payment.
   b. Please make sure to carefully review the acknowledgements and understand your responsibilities.
7. **Check your To Do List** in your Student Center at my.maricopa.edu. There may be additional items needed that are not listed above.
8. Please visit the [RioLearn demo page](#) to see how classes work if this is your first time. If you need help with choosing the 8-week accelerated option for a class, you can find that [here](#).
9. You may also apply for Federal financial aid in conjunction with VA education benefits. Determine your eligibility for grants and/or loans by submitting the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov (the Rio federal school code is: 014483). Please visit our [Financial Aid office](#) for additional details on utilizing Federal student aid.