CHAPTER 31 – VETERAN READINESS & EMPLOYMENT (VR&E) CHECKLIST

Name: _____   CWID: _____

1st time using Chapter 31 benefits:

☐ https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/

☐ Department of Veteran Affairs will assign VR&E Counselor once student applies for VR&E:

Additional Required documents for Collin College Veteran Service Office:

☐ **VAAP** – Collin College Veteran Application (Internal document)

☐ **Degree Plan Request** (Internal document)

    ☐ **Current Student** – Submit Degree Plan Request to VRC@collin.edu to change program

☐ **DD214 – Member 2 or 4 copy** (copy must show SSN and discharge status)

☐ **Official Transcripts** – from previously attended colleges, universities, trade schools and tech schools.
  - Joint Services Transcript (Army, Marines, Navy or Coast Guard): https://jst.doded.mil/official.html (select the McKinney Campus)
  - Community College of the Air Force: https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/ (search Collin County Community College)
  - Send Official Transcripts:
    - Electronically: transcripts@collin.edu
    - **All Official Transcripts must be received before certification is possible**

After Department of Veteran Affairs assign the VR&E Counselor:
  - Student will need to complete all requirements from the VR&E Counselor.
  - VA Academic Worksheet will be sent to VR&E Counselor by the SCO.
  - VR&E counselor will issue an Authorization/PO Code in Tungsten

☐ **Students are eligible to be certified if Authorization/PO Code is valid**
  - If Authorization/Tungsten code is expired, please have student to reach out to the VR&E Counselor.
  - Authorization/Tungsten code and expiration date can be seen on the ROANYUD screen.