



Veteran Services Office

Contact Us:
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CHAPTER 1606 – Reservist, National Guard CHECKLIST

Name: _____ CWID: _____

1ST TIME USING CHAPTER 1606 BENEFITS:

- VA Form 22-1990** – <https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction> (**Print Confirmation Page**)

OR

- VA Certificate of Eligibility (COE)** – (If submitting COE, VA Form 22-1990 is not needed)

PREVIOUSLY USED CHAPTER 1606 BENEFITS (AT ANOTHER SCHOOL):

- VA Form 22-1995 (Change of Place of Training)** – <https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction> (use Collin College, 2800 E. Spring Creek Parkway, Plano TX 75074 address) (**Print Confirmation Page**)

ADDITIONAL REQUIRED DOCUMENTS:

- VAAP** – Collin College Veteran Application (Internal document)
- Tuition Assistance Statement** – (Internal document) All qualified Selected Reserve Service members are authorized concurrent TA and MGIB-SR benefits when enrolled in a program of education that is half-time or greater. Concurrent use is not authorized when enrolled less than half-time.
- Degree Plan or Certificate Plan Request** (Internal document)
- Programs listed in gray must have department approval turned in with the request form.
- DD214 – Member 2 or 4 copy** (copy must show SSN and discharge status)
- Official Transcripts** – from **EACH** previously attended colleges, universities, trade schools and tech schools. This is a VA requirement regardless of the time of attendance or relevance of classes taken.
- Joint Services Transcript (Army, Marines, Navy or Coast Guard): <https://jst.doded.mil/jst/>
 - Search Collin College and select McKinney Campus online delivery only.
 - Community College of the Air Force:
<https://www.airuniversity.af.edu/Barnes/CCAF/Article-Display/Article/803247/community-college-of-the-air-force-transcripts/>
 - Send Official Transcripts:
 - Electronically: transcripts@collin.edu
 - Mail: Collin College, Admissions and Records, PO Box 8001, McKinney TX 75069-8001
 - **All Official Transcripts must be received before certification is possible**