VETERANS USING EDUCATION BENEFITS
CHECKLIST TO GET STARTED at Lake Washington
Institute of Technology

☆ Get your VA Education Benefits started
- Complete your VA Education Benefit Application on-line:
  - Once approved, the VA will send you a Certificate of Eligibility (please submit a copy to the School Certifying Official). Education claims may take up to 30 days to be processed. You may contact the VA at 888-442-4551 for more information.
  - Complete VA form 22-1995 (veterans) or VA form 22-5490 (dependents) if you’ve used your benefits at a different institution.

☆ Apply for Admissions at LWTech
- Connect with our Admissions coach to get started!
- Veterans receive 25% discount on tuition, submit your DD-214 (copy 4) indicating an “Honorable Discharge” to Enrollment Services

☆ Take assessment test and submit official transcripts
- The assessment test provides placement information for Math and English courses and may be required for some technical classes or programs.
- To transfer credit from a previous college, military training, request official transcripts and either bring them in in a SEALED envelope or have them sent to Enrollment Services.
  - To request military transcripts, all branches of services (except Air Force) can use the Joint Services Transcript website (use Firefox browser).
  - Transcripts from the Air Force can be requested at this website.

☆ Attend a Veteran Benefits Orientation (required)
- Tuesdays at 2:30pm and Thursdays at 11:00 am via Zoom
- Email veterans@lwtech.edu to schedule a time for orientation

☆ Attend an academic planning session
- Bring your assessment test scores and/or previous college transcripts (unofficial OK)
- Contact Ahmad Bennett, Veteran Services Coordinator, to set up an appointment at (425)739-8213 or at Ahmad.Bennett@lwtech.edu.

☆ Apply for Financial Aid at www.fafsa.gov or attend a FAFSA workshop
- Veterans may receive financial aid as well as GI Bill® Education Benefits
- See more information at our Financial Aid webpage

☆ Submit all paperwork to the School Certifying Official
- Certificate of Eligibility OR Entitlement Balance from vets.gov, eBenefits, or WAVE
- VA form 22-1995 (vet) or VA form 22-5495 (dep), if you used benefits at another school
- DD214 (Not required for VA Education benefits but needed for tuition discount- if applicable)
- Academic plan

☆ Attend a New Student Orientation
- See the New Student Orientation webpage for current session times

☆ Register for classes
- You are now on your way towards the successful completion of your degree or certificate!

☆ Questions? Email us at veterans@lwtech.edu or you can call one of us at the numbers below:
  - Maria Morales, Financial Aid Coordinator & VA School Certifying Official, 425-739-8100, ext. 8547
  - Ahmad Bennett, Coordinator for Veteran Services, 425-739-8213
  - Kimberly Geer, Director of Financial Aid and Veteran Services, 425-739-8119