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: [www.vets.gov/education/](http://www.vets.gov/education/)
    - 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
  • Information at [http://www.lwtech.edu/admissions/new-students/](http://www.lwtech.edu/admissions/new-students/)
  • Veterans receive 25% discount on tuition, bring in your DD-214 (copy 4) indicating an “Honorable Discharge” – to the Enrollment Services Office- 2nd Floor of West Bidg, LWTech

☆ 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. Information about assessments: [www.lwtech.edu/admissions/assessment/](http://www.lwtech.edu/admissions/assessment/)
  • 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 ([https://jsl.doded.mil](https://jsl.doded.mil))

☆ Attend a Veteran Benefits Orientation (required)
  • Tuesdays at 2:30pm and Thursdays at 11:00 am in West 213C
  • Contact Stephanie Bazalar or Ahmad Bennett if you need special accommodations 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](http://www.fafsa.gov) or attend a FAFSA workshop
  • Veterans may receive financial aid as well as GI Bill® Education Benefits
    - Workshops are held Thursday afternoons; see [www.lwtech.edu/financialaid](http://www.lwtech.edu/financialaid) for current times and room location

☆ Submit all paperwork to the School Certifying Official, Financial Aid Office, W209
  • Certificate of Eligibility OR Entitlement Balance from vets.gov, eBenefits, or WAVE
  • VA form 22-1995 (vet) or VA form 22-5490 (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 [http://www.lwtech.edu/admissions/advising/new-student-orientation/](http://www.lwtech.edu/admissions/advising/new-student-orientation/) for current session times

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

☆ Questions?
  • Ahmad Bennett at 425-739-8213, Ahmad.Bennett@lwtech.edu
  • Stephanie Bazalar at 425-739-8100, ext. 8564, Stephanie.Bazalar@lwtech.edu
  • Kimberly Geer at 425-739-8119, Kimberly.Geer@lwtech.edu