



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/
 - 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**
 - Information at <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 Bldg, 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/
 - 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://jst.doded.mil>)
 - Transcripts from the Air Force can be requested at:
<http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

- ★ **Attend a Veteran Benefits Orientation (required)**
 - Tuesdays at 2:30pm (W213C), or Thursdays at 11:00am (W213C)

- ★ **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
 - Workshops are held Thursday afternoons
 - See www.lwtech.edu/financialaid for current time 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
 - DD214
 - Academic plan

- ★ **Attend a New Student Orientation**
 - See <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?**
 - Abby Celemin at 425-739-8100, ext. 8475, Abigail.Celemin@lwtech.edu
 - Ahmad Bennett at 425-739-8213, Ahmad.Bennett@lwtech.edu
 - Kimberly Geer at 425-739-8100, ext. 8547, Kimberly.Geer@lwtech.edu