



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 RSVP and receive a Zoom meeting link
- ★ **Make an appointment with an advisor to write an academic plan**
 - Bring your assessment test scores and/or previous college transcripts (unofficial OK)
 - Make an appointment by contacting Academic Advising at (425)739-8300 or online at the [Academic Advising webpage](#)
- ★ **Apply for Financial Aid at www.fafsa.gov or attend a FAFSA/WASFA 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 online using our [Document Submission portal](#)**
 - Certificate of Eligibility OR Entitlement Balance from vets.gov, [eBenefits](#), or [WAVE](#)
 - For students using dependent benefits, include your parent or spouse's DD214
 - 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
 - Kimberly Geer, Director of Financial Aid and Veteran Services, 425-739-8119