**Veteran and Dependent Checklist for Admissions**

Bossier Parish Community College would like to thank you for your service to our country. We would like to assist you in making your education experience with us a positive one. The following is a checklist to assist you as you move forward in your education plans here at BPCC. If you have any questions regarding these steps listed below, please call the Veteran Education Service Office at 678-6472 or see your School Certifying Official in A-138.

- Apply for your GI Bill Benefits at [www.gibill.va.gov](http://www.gibill.va.gov) or [www.ebenefits.va.gov](http://www.ebenefits.va.gov). For questions about your application or benefits, contact the following:
  
  **Gi Bill Information ….1-888-442-4551 Muskogee Regional Office**

  **ALL Post 9/11 Chapter 33 and VRAP recipients require a Letter of Eligibility****

- Fill out an **admissions application packet** available on campus or online at [www.bpcc.edu/admissions](http://www.bpcc.edu/admissions) and bring to admissions in Building F with all requested documents. There is a $15 charge not covered by the GI Bill.

- Apply for financial aid at [www.fafsa.gov](http://www.fafsa.gov). Federal grants, loans, and the GI Bill can be used simultaneously. Stop by Financial Aid in Building F with questions about the application process.

- Order any official transcripts, including military transcripts, and have them sent directly to the campus at:
  
  **Bossier Parish Community College**
  
  6220 East Texas Street
  
  Bossier City LA 71111
  
  Attn: Admissions Office

- If you have not had college level Math, English, or do not have an ACT/SAT score or compass score, a placement test is required.

- Visit the Veterans Education Office in Building A-138 for a **VA Benefits Enrollment Verification Form (blue form)** to take to the advising center where you will be advised. (Building F250)

- Select classes with the advisor and the advisor will fill in your selected classes on the **blue form. (This form must be completed and signed by your advisor every semester in order to receive your GI Bill benefits)**

- Bring your **GI Bill Letter of Eligibility** and **blue form** to the Veterans Education Office in Bldg A-138 for class certification.

- Stop by the Security office in Building F, across from the bookstore, to purchase a parking pass to park on campus.

****If you are visiting from another college, a parent letter is needed on letterhead approving your classes you are taking at BPCC. It must contain your degree of study, specific classes you’re taking at BPCC, and your advisors contact information****

**Remember:**

*Classes cannot be certified with the VA unless a Letter of Eligibility is received from the student for Post 9/11 and VRAP.*

- All Chapter 31 students need a Form1905 from their counselor at Vocational Rehabilitation Center in order for them to receive their book voucher from the business office. Counselors can email it to me at sstakes@bpcc.edu.

- If you have used your benefits at another college, please complete a Form 22-1995 on the [www.gibill.va.gov](http://www.gibill.va.gov) site to change your parent school and program of study or a Form 22-5495 if you are a dependent.

- If you are in the LA National Guard and have completed training, please contact Sgt. Carter at (504)278-8304 to ensure you are on the tuition waiver list.

- If you are receiving any other type of scholarship money (Academics, TOPS, BPCC) please let the school certifying official know in A-138.

- Chapter 30 Montgomery GI Bill, 1606, 1607, and VRAP students are required to verify their enrollment on the last day of every month enrolled at [www.gibill.va.gov/wave or 877-823-2378](http://www.gibill.va.gov/wave or 877-823-2378) in order to receive funds from the VA.

  **Failure to contact the VA may result in a delay of payments.**

**PLEASE NOTE:** It is the student’s responsibility to let the Veteran Education Office in Bldg A-138 know if you drop or add a class to your existing schedule or you are dropped and the teacher allows you back in the class. This could affect your benefits and could cause a debt to the VA and/or BPCC.