

Cochise College VA Education Benefits – Quick Checklist

Your School Certifying Officials

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We're here to support you—please reach out anytime you need help with your VA education benefits!

STEP 1 — Admissions

- Apply/update your application: <https://apply.cochise.edu/>
 - Email adm@cochise.edu to confirm **in-state residency** (VA only pays in-state tuition).
 - Ask your SCO if you qualify for Yellow Ribbon
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STEP 2 — Transcripts (NO EXCEPTIONS)

- Order **official transcripts** from ALL prior colleges → sent to eval@cochise.edu or:
901 N Colombo Ave, Sierra Vista, AZ 85635
 - Military transcripts:
 - JST (Army/USMC/Navy/Coast Guard/Reserve): <https://jst.doded.mil/>
 - CCAF (Air Force): <https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>
 - Email eval@cochise.edu to confirm they were ordered.
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STEP 3 — Apply for VA Benefits (if new)

- Apply at: <https://www.va.gov/education/how-to-apply/>
 - Receive Certificate of Eligibility (COE). Provide SCO with a copy.
 - VA Hotline: 888-442-4551
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STEP 4 — Advising

- Meet with Advising: 520-515-5483 | advising@cochise.edu
 - Confirm your degree plan & required courses.
 - Make sure your classes pertain to your approved degree plan or be at risk to pay out of pocket
 - Note: **Remedial courses (<100 level)** must be **in-person** for VA to pay.
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STEP 5 — Complete Required VA Forms Each Semester

- **Semester Benefit Form** (submit before registering). **EVERY SEMESTER THIS MUST BE SUBMITTED**
 - **Veteran Training Review Form** pg. 1 complete, pg. 2 initial/sign and take to advising for signature.
 - **Short program & career goal statement.**
 - Submit forms to your **SCO**.
 - Always notify SCO before changing classes or programs.
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STEP 6 — Register for Classes

- Students are responsible for adding/dropping classes.
 - Make sure your classes pertain to your approved degree plan or be at risk to pay out of pocket
 - Class or program changes must be reported to your SCO immediately.
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STEP 7 — Academic Standing

- Maintain **2.0+ GPA**.
 - If below 2.0 → complete **NSP Appeal**.
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STEP 8 — Optional Financial Aid

- FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa>
 - Contact Financial Aid: finaid@cochise.edu
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STEP 9 — Book Advancement (Optional)

- Available at start of term; must be repaid within 45 days.
 - Ch 31 recipients are not included in the Cochise College book advancement (VR&E counselor must approve book stipend, please communicate with them)
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STEP 10 — Monthly Enrollment Verification

- Chapters **33, 35, 30, 1606**: verify monthly with VA.