

## 7 Steps for Getting Started

**STEP 1: Apply for VA Educational Benefits - [www.gibill.va.gov](http://www.gibill.va.gov)**

- select 'Apply for Benefits'
- then 'VONAPP' or VONAPP application Form 22-1990 OR 22-5490 if you are a dependent
- Not sure about benefit selection? Go to:  
[http://www.gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://www.gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)
- or call the VA Educational Benefits hotline at 1-888-442-4551

**Step 2: Apply online for admission to Highline Community College**  
<http://admissions.highline.edu/>

**Step 3: Attend a New Student Orientation:**

If you have never attended college prior to enrolling at Highline, you must register for the College Orientation and Registration Experience (CORE).

<https://advising.highline.edu/CORE.php>

Sign-up as soon as possible; CORE sessions fill quickly.

**Step 3a: OR, Request an Exemption from the CORE Orientation**

If you have prior college experience, you may request an exemption by contacting Educational Planning at 206-592-3534 or [dsteussy@highline.edu](mailto:dsteussy@highline.edu)

**STEP 4: Attend a mandatory, informal one-on-one Veterans Benefits Orientation at the Veterans Services Office in Building 6 on the first floor next to Registration. This can be on a drop-in basis or by appointment. Please bring:**

- ✓ Your DD214 (Member 4)
- ✓ Highline Community College Student Identification Number
- ✓ Copy of your VONAPP application, Form 22-1990 OR
- ✓ VA Letter of Eligibility

**STEP 5: If You Earned Credits at a Different College**

- Submit a Transcript Evaluation Request Form to Registration; get the form at <http://registration.highline.edu/transcript.eval.php>
- Request official transcript(s) from previous institutions you attended
- Have transcript(s) sent to Registration & Records, Highline Community College (address is on the Evaluation Request form)

**Note: this is required by the VA to use GIBill® benefits and VocRehab**

**STEP 6: Meet With an Advisor**

Before registering for classes, meet with an academic advisor in the Student Success Center on the first floor of Building 6, and take an Enrollment Certification Request Form (ECRF) with you to the meeting. An academic advisor can also help you request a faculty advisor in your department or you can do that online at <https://advising.highline.edu/request.advisor.php>

**STEP 7: Create an Academic Plan**

Have your advisor create a quarter-by-quarter academic plan for you, and give your advisor permission to send the Plan to Veterans Services at [Veterans@highline.edu](mailto:Veterans@highline.edu). We'll include it in your Veterans Services student file.

**Did you use your benefits at another college?**

Complete the Change of Schools form 22-1995 or 22-5495 (for dependents). We can help you with this! Come into the Veterans Services Office located next to Registration in Building 6, 1<sup>st</sup> floor.

**Questions? Need Help?**

- Visit the Highline Veterans Service Office (VSO) OR
- Visit us online - <https://veterans.highline.edu/> OR e-mail us at [Veterans@highline.edu](mailto:Veterans@highline.edu)