

# VETERAN/MILITARY STUDENT CHECKLIST

Welcome to Augusta Technical College! Please review the following checklist to determine if you have completed all necessary steps for starting classes in the coming semester. We look forward to assisting you as you move through the enrollment process and beyond.

- ✓ Apply for admission to Augusta Technical College online at [www.augustatech.edu](http://www.augustatech.edu). Application fee may apply. Admissions will process your application and evaluate what you need to be admitted as a student.  
**\*\*\*\*VA benefits do not pay for the application fee.**
- ✓ If you have never attended college, or not transferring credit from another college:
  - Please submit an **official** copy of your high school transcript. To be considered official, transcripts must be sealed and signed by a school official. If you obtained your High School Equivalency Diploma (GED), you will need to provide the original test scores or score report.

If you have attended any other college(s), please submit official copies of your transcripts to the Student Records Office for evaluation. If you do not have transfer credit, schedule an appointment to take the ACCUPLACER assessment by visiting or calling Admissions at 706-771-4028.

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- ✓ Request your joint service transcript (JST) online to be sent to Augusta Technical College. It will be reviewed for possible transfer credit. You will find the link under the Military tab on our webpage or go to <https://jst.doded.mil>.

**Once the above requirements are all processed, you will receive your official acceptance letter.**

- ✓ Submit your application for VA Educational Benefits, VA Form 22-1990. If you have used your benefits at another college and are transferring to Augusta Technical College, you will need to use VA-Form 22-1995. To complete this application, visit <https://www.vets.gov/education/apply/>, or contact Military Services at 706-771-4031. To apply, you will need the following information:
  - Social Security number
  - Bank account direct deposit information
  - Education and military history
  - Basic information about the school and program you are pursuing

**Note: the VA's processing time is four to six weeks, so work ahead.**
- ✓ Apply for federal financial aid by completing the FAFSA (Free Application for Federal Student Aid) online at <http://www.fafsa.gov>. For your convenience, there is also a direct link to this site on Augusta Technical College's Financial Aid webpage. This is based on income and uses your personal taxes; if you hold a Bachelor's degree you will not be approved.

## Important Notes

- You must follow the curriculum outline for your major, as the VA will only pay for classes that are required for your degree. See "Degrees, Diplomas, and Certificates" under the Programs & Classes link on our webpage.
- Provide a copy of your schedule to the College certifying official every semester to ensure your Enrollment is reported to the VA for payment of your VA Educational Benefits.
- You are responsible for keeping the College certifying official informed of any changes to your schedule or major. Failure to do so could result in delay, overpayment or non-payment of benefits.
- If you are Active Duty, please contact your education installation center to verify that Augusta Technical College has been approved for your Tuition Assistance.

If you have questions or concerns about any of the above items, please contact Military Services at 706-771-4031. You may also email questions to the Military Navigator, Bonita Jenkins at [bjenkins@augustatech.edu](mailto:bjenkins@augustatech.edu).

## **Military Services Contacts**

**Bonita Jenkins, Military Navigator Building 1300 Military Affairs**  
[bjenkins@augustatech.edu](mailto:bjenkins@augustatech.edu), 706-771-4031

**LaKishia Dinkins, VA Certifying Official Building 1300 Financial Aid**  
[lakishia.dinkins@augustatech.edu](mailto:lakishia.dinkins@augustatech.edu), 706-771-4149

**Al Steele, Veterans Education Coordinator, Fort Gordon Ed Center**  
[asteele@augustawarriorproject.org](mailto:asteele@augustawarriorproject.org) 706-910-1349

**LaTosha Hicks Glover, Prior Learning Assessment Coordinator**  
[latosha.hicks@augustatech.edu](mailto:latosha.hicks@augustatech.edu) 706-771-4017

**Sedric Craig, Forces United, Fort Gordon Ed Center**  
[scraig@augustawarriorproject.org](mailto:scraig@augustawarriorproject.org), 706-910-1349



Please look for our messages throughout the semester for our Student Veterans of America meetings. Join us!

