



# Checklists of Instructions for Chapter 31

New to HCC	Returning to HCC
Complete and submit Houston Community College admissions application.	Receive a VA Form 28-1905 from Vocational Rehabilitation Counselor and provide it to the HCC VA Office
Visit with an HCC academic advisor to create a signed degree plan.	Register for HCC courses
Apply for Vocational Rehabilitation and Employment Benefits (Chapter 31) with Evette Ned, VSOC, at 713-718-2309 or via online VONAPP ( <a href="http://www.vabenefits.vba.va.gov/vonapp.default.asp">http://www.vabenefits.vba.va.gov/vonapp.default.asp</a> ).	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
Receive a VA Form 28-1905 from Vocational Rehabilitation Counselor and provide it to the HCC VA Office.	
Request your official post-secondary academic transcripts from all previous college/universities as well as credentials from schools of training.	
Request your official military transcript. <ul style="list-style-type: none"> <li>• Visit (<a href="http://jst.doded.mil">jst.doded.mil</a>)</li> <li>• Select Houston Community College (Distance Learning)</li> </ul>	
<p>Mail <b><u>ALL</u></b> transcripts to the following address:</p> <p style="text-align: center;"><b>Houston Community College Office of Admissions &amp; Records P.O. Box 667517 Houston, Texas 77266-7517</b></p> <p style="text-align: right;"><b>A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.</b></p>	
Provide a copy of your DD214 (only Member 2,3,4,6, or 8; excluding 1) to the HCC VA Office.	
Register for HCC courses	
Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.	
Complete Veterans Affairs Information Data Sheet (only once).	
Visit the HCC VA Office to receive books and supplies vouchers. This cannot be mailed or faxed.	
<p><b>*If any steps are not completed, your package will not be considered complete and will not be processed by the HCC VA Office.*</b></p>	