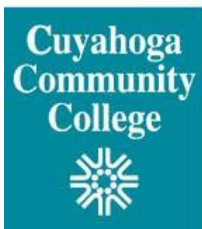


# Cuyahoga Community College



## ® Student Veteran Guidance 2013-2014

*Veterans Initiative*

[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

### **Initial Enrollment Checklist for Veterans using GI Bill**

Welcome to Cuyahoga Community College! In preparing for future enrollment into one of our many degree programs, there are several steps you will need to follow:

- Apply to Cuyahoga Community College at [www.tri-c.edu/apply](http://www.tri-c.edu/apply)
- Submit your VA education benefit application on VONAPP (see page 8 of this packet). <https://www.ebenefits.va.gov>
- When the VA approves your application (*process takes 4-6 weeks*) they will send you a Certificate of Eligibility. Submit a copy of your VA Certificate of Eligibility to the GI Bill Certifier at the campus where you are attending (see list on pages 4-5).
- To alleviate paying out of pocket initially for tuition, books, and other supplies, students can file the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) (Tri-C's federal school code is 003040). *Note: FAFSA is an application for federal financial assistance, which includes grants, loans and scholarships. Grants do not have to be repaid. Student loans must be repaid but, can alleviate the immediate costs of supplies and books. **This process takes 8 weeks.*** More information on that process: <http://www.tri-c.edu/financialassistance>
- Take Math & English Placement Test (if necessary). *Veterans testing into developmental math and english are encouraged to participate in Veterans Upward Bound, prior to enrolling at Tri-C, to maximize GI Bill benefits: [www.tri-c.edu/vub](http://www.tri-c.edu/vub) for more information.*
- Complete **IN PERSON** New Student Orientation, as it includes an appointment with an Academic Counselor. *Counselor signed Program Plan required for GI Bill Certification.*
- Register for Classes. In order to receive VA education benefits, all courses must be within your major – the VA will not pay for classes not within your major.
- Obtain Tri-C ID card at the campus Enrollment Center.
- Submit official high school, military (page 3), and college transcripts.
- Complete and submit the Veterans' Registration Certification Form (see pages 12-13) to the GI Bill Certifier at the campus you are attending no less than 30 days before the start of the next semester to prevent delayed benefits. **This form, along with Counselor signed Program Plan, to be submitted at least 30 days before the start of each semester for continuation of benefits.**
- Enroll for VA health benefits here: <https://www.1010ez.med.va.gov/>



## **Expectations**

### **Who we are**

- Access, Opportunity and Information “Traffic Cops”
- Your guide to resources both ON and OFF campus

### **Who we are not**

- We are not the VA. However, we are well connected to local, state and federal veteran support agencies and programs.

### **What you can expect from Tri-C’s Veterans Services and Programs:**

- Professionalism
- A hand up, versus a hand out
- Solutions and resolutions to the best of our ability

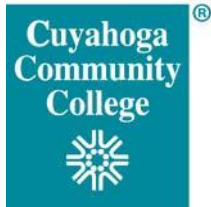
### **What we expect from you:**

- Professionalism – Around campus and in the classroom
- A proactive attitude – This is your education. Be proactive, not reactive, about getting your education benefits processed in a timely manner or in alerting us regarding any schedule changes to prevent delayed benefits.
- Remember some of the military’s core values:
  - Courage – To ask for help when you need it, or to clarify something that isn’t clear.
  - Commitment – Think about your long term goals, and how your education will get you there.
  - Excellence – Treat your education as if it was a traditional full time job.
  - Respect – to every student, staff, and faculty member. Be a part of a productive learning environment.

**Regarding attendance: You must attend all courses in order to receive GI Bill benefits. If you fail to attend courses, you will receive an “F” specifically for nonattendance.**

**The VA will recoup monies paid to Veterans who received benefits, and failed to attend all courses.**

Understand that using your VA education benefits comes with responsibilities, designed to ensure that you maximize every penny of those benefits.



## *Veterans Initiative*

[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

### **How to Order Your Military Transcripts**

Depending on what training you received in the military, some of that has the potential for counting as academic credit. Once you're enrolled in Tri-C, please have your military transcripts evaluated.

The Joint Services Transcript (JST) is now the official transcript tool for Army, Marine Corps, Navy and Coast Guard personnel. Veterans can order official transcripts by going to <https://jst.doded.mil/> and submitting a request by mail/fax or using their Common Access Card (CAC).

**Send official transcripts to:**  
**Cuyahoga Community College**  
**(Attn: Chris Dorsten, Assistant Registrar)**  
**P.O. Box 5966**  
**Cleveland, Ohio 44101-0966**  
**POC Phone: 216-987-3098**  
**POC Email: [Chris.Dorsten@tri-c.edu](mailto:Chris.Dorsten@tri-c.edu)**

\*Please note: Tri-C will not accept transcripts that are not sealed\*

- **This process can take up to 4 weeks.**
- **Keep an eye on your Tri-C email to receive notification that your transcript was evaluated.**
- **A counselor will advise as to how credits are applied to your specific degree.**



## Veterans Initiative

[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

### Veteran Campus Support Teams

The Cuyahoga Community College Veteran’s Initiative was organized in an effort to provide a broader range of services to you. Part of that organization has been the development of Veteran Campus Support Teams. These teams are comprised of specialists from key departments which data tracking has shown are those areas of support in which veterans require services. Those departments include:

GI Bill Certification  
Counseling  
Financial Aid  
Recruiting

ACCESS (disability services)  
Enrollment Center  
Career Centers  
Veterans Upward Bound

| <b>METRO</b>          | <b>Name</b>                                         | <b>Office</b>      | <b>Phone</b>                                 |
|-----------------------|-----------------------------------------------------|--------------------|----------------------------------------------|
| GI Bill Certification | Della Hilbert                                       | MSS-G 23           | 216-987-4164                                 |
| Counseling            | Jeanette McGee<br>Robert Patterson                  | SSC-130<br>SSC-130 | 216-987-4170<br>216-987-4343                 |
| Financial Aid         | On duty specialist                                  | MSS-109            | 216-987-3585                                 |
| Enrollment Center     | Della Hilbert                                       | MSS-G 23           | 216-987-4164                                 |
| ACCESS                | Lisa Husamadeen                                     | MLA 103            | 216-987-4344                                 |
| Career Center         | On duty specialist                                  | MSS 207            | 216-987-4913                                 |
| Recruiting            | Mikki Hardwick-Lett<br>Danny Vazquez                | MSS-G04<br>MSS-G23 | 216-987-4152<br>216-987-4420                 |
| Veterans Upward Bound | Bridget Ludwa O’Hanlon                              | MSS 501D           | 216-987-4529                                 |
| Veteran Services      | Nick Lukaszewicz                                    | MSS 503E           | 216-987-6137                                 |
| <b>WEST</b>           | <b>Name</b>                                         | <b>Office</b>      | <b>Phone</b>                                 |
| GI Bill Certification | Damian Thorkelson                                   | WSS G220           | 216-987-5203                                 |
| Counseling            | David Nardecchia<br>Andrea Borders<br>Shawn Nickens | WSS G108           | 216-987-5382<br>216-987-5380<br>216-987-5391 |
| Financial Aid         | Lisa Sutyak                                         | WSS G244           | 216-987-5053                                 |
| Enrollment Center     | Judy La Riccia-Grant                                | WSS G100           | 216-987-5177                                 |

*(Veteran Campus Support Teams Continued...)*

|                       |                        |          |              |
|-----------------------|------------------------|----------|--------------|
| ACCESS                | Chuck Patti            | WLA 102  | 216-987-5079 |
| Career Center         | On duty specialist     | WSS 101  | 216-987-5575 |
| Recruiting            | Jansen Hanna           | WSS G100 | 216-987-5696 |
| Veterans Upward Bound | Bridget Ludwa O'Hanlon | MSS 501D | 216-987-4529 |
| Veteran Services      | Matthew Miller         | BUC 122  | 216-987-3536 |

**EAST**

|                       | <b>Name</b>             | <b>Office</b> | <b>Phone</b> |
|-----------------------|-------------------------|---------------|--------------|
| GI Bill Certification | Evelyn Anderson         | ESS 1202      | 216-987-2015 |
| Counseling            | Kevin Kuntz             | ESS 2210      | 216-987-2048 |
|                       | Dr. Christopher Hawkins | E3 2216       | 216-987-2548 |
| Financial Aid         | Sharon Brown            | ESS 1600      | 216-987-2166 |
| Enrollment Center     | Evelyn Anderson         | ESS 1202      | 216-987-2015 |
| ACCESS                | Paul Shane              | EEC 119       | 216-987-2052 |
|                       | Susan Sawyer            | EEC 119       | 216-987-2230 |
| Career Center         | On duty specialist      | ESS 1103      | 216-987-2567 |
| Recruiting            | Holly Craider           | ESS 1202      | 216-987-2006 |
|                       | Tara Hager              | ESS 1602      | 216-987-3888 |
| Veterans Upward Bound | Bridget Ludwa O'Hanlon  | MSS 501D      | 216-987-4529 |

**CORPORATE WEST/  
WEST SHORE**

|                       | <b>Name</b>     | <b>Office</b> | <b>Phone</b> |
|-----------------------|-----------------|---------------|--------------|
| GI Bill Certification | Ginny Krouse    | CCW174        | 216-987-5884 |
| Counseling            | Dr. Ky Heinlen  | WSHCS 101L    | 216-987-3901 |
| ACCESS                | Chuck Patti     | WLA 102       | 216-987-5079 |
| Financial Aid         | Andrea Clark    | WSHCS 101E    | 216-987-3889 |
| All other services    | Stephanie Minor | WSHCS 101G    | 216-987-3897 |
| Veteran Services      | Matthew Miller  | BUC 122       | 216-987-3536 |

**Brunswick Univ Ctr**

|                  | <b>Name</b>    | <b>Office</b> | <b>Phone</b> |
|------------------|----------------|---------------|--------------|
| Veteran Services | Matthew Miller | BUC 122       | 216-987-3536 |

**Note:** Additional information, including links to veterans' resources outside of the College can be found at the Tri-C Veterans' website: [www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)



## Veterans Initiative

[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

### **Veterans Off Campus Resources**

#### **Department of Veterans Affairs**

##### Louis Stokes Cleveland VA Medical Center

10701 East Boulevard  
Cleveland, Oh 44106

<http://www.cleveland.va.gov/>

##### Community Based Outpatient Clinic

8787 Brookpark Road  
Parma, Oh 44129

216-739-7000

##### Vet Center

5700 Pearl Road,  
Suite 102  
Parma, Oh 44129  
440-845-5023

##### Vet Center

4242 Lorain Ave,  
Suite 203  
Cleveland, OH 44113  
216-939-0784

##### Vet Center

5310½ Warrensville Center  
Rd  
Maple Heights, OH 44137  
216-707-7901

#### **Ohio's Department of Veterans Services**

To actively identify, connect with, and advocate for Veterans & their families through: conducting outreach to Veterans, providing training and oversight to county Veterans Services Offices, coordinating with the VA, crafting Ohio legislation in support of Veterans and families, communicates state wide Veterans programming, administering Ohio Veterans Bonus, operating Ohio Veterans Homes, and other activities in support of Ohio's Veterans.

<http://dvs.ohio.gov/>

#### **Cuyahoga County Veteran Services Commission**

*We prepare claims for the Federal Department of Veterans Affairs so that Veterans and their eligible dependents can receive compensation, pension and education benefits. We also assist our clients who have met with unexpected hardships by providing financial assistance to help with mortgage, rent, food, utilities and other expenses of daily life. We prepare Veterans for employment and provide resources that enhance their qualifications for new careers.*

1849 Prospect Avenue, Ground Floor  
Cleveland, OH 44115  
216.698.2600

<http://vsc.cuyahogacounty.us/>

#### **Ohio's Department of Job and Family Services**

*Ohio's Department of Job and Family Services provides services and assistance with the following: job training, unemployment, Medicaid, food assistance, cash assistance, child support, protective services, foster care and adoption, child care, and Veterans services. Contact a Vet Rep (you can search for one near you on the link below) for more information.*

<http://jfs.ohio.gov/veterans/index.stm>



*Veterans Initiative*  
[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

**Mobile Apps**

Many of these apps are free, and available for both iPhone and Android

**Tri C Mobile**

lets the Tri-C community access a range of essential campus life information and services like interactive campus maps, courses, events calendar, campus news, sports schedules and even the campus directory.

<http://www.tri-c.edu/studentlife/tricmobile/Pages/FAQ's.aspx>

**PTSD Coach**

Key features of the app include:

Self-Assessment, Manage Symptoms, Find Support, Learn about PTSD.

<http://t2health.org/apps/ptsd-coach>

**T2MoodTracker**

T2 Mood Tracker is a mobile application that allows users to self-monitor, track and reference their emotional experience over a period of days, weeks and months using a visual analogue rating scale. <http://t2health.org/apps/t2-mood-tracker>

**LifeArmor**

is a comprehensive learning and self-management tool to assist members of the military community with common mental health concerns, browse information on 17 topics, including sleep, depression, relationship issues, and post-traumatic stress. <http://www.t2health.org/media-kit-life-armor-mobile-application>

**Mint**

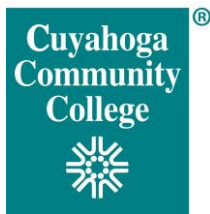
also a stand-alone website, easy-to-use, convenient and packed to the brim with features that makes managing your money and keeping track of your budget on-the-move simpler than ever before. <https://www.mint.com/how-it-works/anywhere/>

**Your Bank's App**

Banks large and small are moving mobile. With apps that check balances or allow transfers and sync funds over the air, a mobile checking app can really help you keep your finances in order even while you're on the go.

**Google Calendar** (or whatever calendar app you're comfortable with):

Manage your schedule on your phone with ease. Create, edit, and delete events, view all your calendars at the same time, including non-Google calendars, set reminders for yourself for appointments.



Veterans Initiative  
[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

**VONAPP**

**Veterans Online Application:** <https://vabenefits.vba.va.gov>

Depending on which campus you plan on attending, you will need to ensure you submit the correct address.

**Metro:**

Cuyahoga Community College  
2900 Community College Ave  
Cleveland, Oh 44115

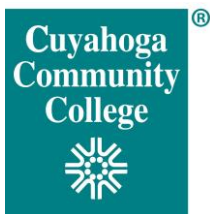
**Eastern**

*(includes Corporate College East):*  
Cuyahoga Community College  
4250 Richmond Rd  
Highland Hills, Oh 44122

**Western**

*(includes Brunswick, Westshore, and Corporate College West):*  
Cuyahoga Community College  
11000 Pleasant Valley Rd  
Parma, Oh 44130





### Veterans using Montgomery GI Bill or REAP

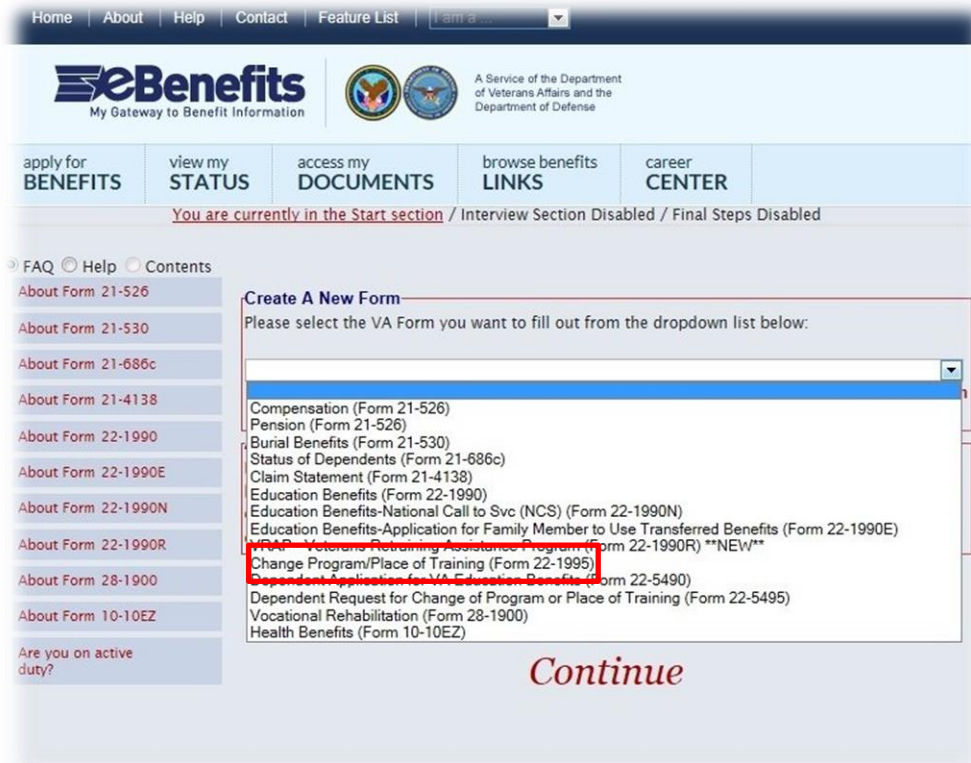
On the **last calendar day of each month** you are in class, you will need to verify your enrollment through the VA's WAVE system in order to receive your educational monies:  
<https://www.gibill.va.gov/wave/index.do> or **1.877.823.2378**

The screenshot shows the WAVE login interface. At the top, it says "UNITED STATES DEPARTMENT OF VETERANS AFFAIRS" with the VA seal and a search bar. Below this is a navigation menu with links: Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and GI Bill Links. The main heading is "W.A.V.E. Web Automated Verification of Enrollment". There are four icons with text: "Frequently Asked Questions", "Lost PIN/Password", "Login Instructions", and "Policies & Disclaimers". A login form contains fields for "First Name:", "Last Name:", "File Number:", and "Password/PIN:", followed by a "LOG IN" button. To the right of the form, it says "First Time Users - Please review the [WAVE User Guide](#)" and includes a "NOTE" about benefit awards. Below the login form is a red-bordered box titled "VRAP Notice" containing text about benefit status and attendance verification. At the bottom of the page, there is a "W.A.V.E. Privacy Information" link and a footer with various government links.



## Transferring or Changing Majors?

- 1) Login to VONAPP
- 2) From the drop down menu, select “Change Program/Place of Training”



- 3) Depending on which campus you plan on attending, you will need to ensure you submit the correct address.

### Metro:

Cuyahoga Community College  
2900 Community College Ave  
Cleveland, Oh 44115

### Eastern

*(includes Corporate College East):*  
Cuyahoga Community College  
4250 Richmond Rd  
Highland Hills, Oh 44122

### Western

*(includes Brunswick, Westshore, and Corporate College West):*  
Cuyahoga Community College  
11000 Pleasant Valley Rd  
Parma, Oh 44130

- 4) Once the VA processes the change, you will need to submit your new Certificate of Eligibility reflecting Tri-C as your new institution.



## **How do my benefits break down?**

Benefits will be awarded based on start date of term session, and course load.

### **The VA's definition of Full Time does not always align with Tri-C or Financial Aid.**

#### **For example:**

Student Veteran R. Smith started one 16 week class on Jan 14. On January 28, R. Smith picked up several 14 week classes, bumping the schedule up to full time status *only at the start of the 14 week session*.

If Student Veteran R. Smith is using Post 9/11, will only receive the housing allowance dated to the beginning of the 14 week term, as the housing allowance is not paid to student below half time status.

If Student Veteran R. Smith is using other VA education benefits (Montgomery, REAP, VEAP), will receive a combination of part time and full time rates (full time rate dating to the date schedule was officially full time).

“Full time” minimum course load, for VA education benefits, is as follows:

- 12 credit hours for 16 week terms
- 10 credit hours for 14 week terms
- 6 credit hours for 8 week terms
- 7 credit hours for 10 week terms
- 4 credit hours for 5 week terms

*The VA understands that students with mixed session classes are not in class or doing homework for all classes the entire term; we suggest taking all courses in the same session where possible.*

**Veterans are advised to take courses within the same session to ensure smoother processing of benefits.**

**Work with your academic counselor and Certifying Official to ensure proper benefits processing.**

More information can be found at the VA's site: <http://www.gibill.va.gov/benefits/index.html>



## GI Bill Certification Checklist

MAKE APPOINTMENT TO SEE A COUNSELOR  
YOU MUST SEE A COUNSELOR, OBTAIN A SIGNED PROGRAM PLAN, AND TURN IN  
YOUR REQUEST FOR CERTIFICATION EACH AND EVERY SEMESTER

Call 1.800.954.8742 or come into the Counseling Department in person to make an appointment to see an Academic Counselor.

- When making an appointment, please let the staff know you are using GI Bill Benefits and to have a photo identification card with you when checking-in for your appointment.
- Know what degree of study you would like to pursue and if you plan to transfer.
- Please know that your classes must directly be applicable to your major to be certifiable.

NOTE: It is recommended that you schedule your appointment to see a counselor by Oct for Spring Registration, March for Summer, and June for Fall to prevent processing delays in your benefits.

### OBTAIN UPDATED SEMESTER PLAN FORM TO BE CERTIFIED

- When you see a counselor, they will give you a copy of your Semester Plan showing your progress for your selected major. This is the form REQUIRED to be certified each semester and is the guideline for what classes you should register in. The VA will only pay you for the classes that are required for your major. Your major with VA must match what is on file at Cuyahoga Community College and your my Tri-C Space to be certified.

### REGISTER FOR CLASSES & TURN IN REQUEST FOR CERTIFICATION

- The VA will not begin processing your benefits until you meet with a counselor and then register for your classes. The earlier that your information is submitted to the VA the sooner your benefits will be processed (i.e. your housing allowance and your book money). Don't wait! Classes fill up fast. Remember, you can only be certified for classes that apply to your Semester Plan.
- AFTER you have registered for classes, you must turn in your Request for Certification form in person at the Certifying Officials Office, via email or by fax along with your Semester Plan signed by counseling.
- **If for any reason a class not on your certification form is not on your Semester Plan, that class WILL NOT be certified, and paid for, by the VA.**

DID YOU CHANGE YOUR MAJOR OR CAMPUS?  
YOU NEED TO UPDATE THAT WITH THE VA!

- Certification is on a first come, first served basis. The sooner you turn in all your paperwork each semester, the sooner you will be certified to receive your benefits!
- After you are certified for benefits, the VA is the party responsible for paying you. Any questions on payment info (timing, direct deposit, and amount) should be directed to them. You can reach them at 1.888.442.4551



**Education Benefits Deadlines**

In order to ensure timely benefits processing, plan ahead and mark your calendars. Veterans need to submit Registration Certification Forms (shown below) before:

- 30 November for Spring Semester
- 30 April for Summer Semester
- 30 June for Fall Semester

Those using Ohio National Guard Scholarship Program, submit applications before:

- 1 Nov for Spring Semester
- 1 April for Summer Semester
- 1 July for Fall Semester

<http://www.ongsp.org>

Please note that Tri-C will not bill the VA for tuition and fees until 30 days after the start of the semester, so Chapter 33 and 31 students may **initially** see \$0 balance billed to the VA until then.

**GI-BILL RECIPIENTS REGISTRATION CERTIFICATION FORM**

Campus of Record:  EAST  METRO  WEST  WESTSHORE  BRUNSWICK  GUEST

**Note: If this form is not submitted 30-days prior to the start of the semester - benefits may be delayed**

TERM: Fall Spring Summer YEAR: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ STUDENT NUMBER # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAIN PHONE NUMBER: \_\_\_\_\_ COUNTY: Cuyahoga / Out of County ADDRESS CHANGE: YES / NO

| COURES (Ex. ENG 1010) | Credit Hour: | 16-Week | 14-Week | 1 <sup>st</sup> 8-Weeks | 2 <sup>nd</sup> 8-Weeks | Other | Online Class | Fee? |
|-----------------------|--------------|---------|---------|-------------------------|-------------------------|-------|--------------|------|
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |
|                       |              |         |         |                         |                         |       |              |      |

*Note: Only those courses listed in your approved planner (obtained through an Academic Counselor) can be certified for VA benefits. \*\*\*\*Classes taken for audit or the pass/fail option are NOT eligible for GI Bill benefits. The VA regulations are very specific and restrict classes certifiable to those that meet graduation requirements of your Tri-C declared major. Physical Education (PE) classes are not certifiable by the Department of Veterans Affairs (unless required by your program).*

BENEFIT: Montgomery (Chapter 30)  Voc-Rehab (Chapter 31)  VRAP (Chapter 32)  Post 9/11 (Chapter 33)  Dependent (Chapter 35)  Reserve/Guard (Chapter 1606)  REAP (Chpt. 1607)   
Advances Pay?

NAME OF DEGREE: Associate of \_\_\_\_\_ Majoring in \_\_\_\_\_

Is this a program/major change: YES / NO *(If yes, you must contact the Tri-C VA Certifying Official to submit a 22-1995)*  
\*If you are a transient/guest student, you must submit to Tri-C your school's completed transient permission form before certification

- I will inform this office **immediately** of any changes that I make to my schedule
- I certify that the courses listed above are **required for my declared major**
- **WF grades will be required to submit proof of attendance.** This may result in a VA overpayment where I may have to pay back benefits to the VA

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**GI Bill recipients (Chapters 30, 1606, and 1607 only) are REQUIRED to self-certify their enrollment the last week of the month the student is enrolled in classes. This is in ADDITION TO the semester certifications done by the Certifying Official. To self-certify, you must call the automated system at 1-877-823-2378 or by visiting <https://www.gibill.va.gov/wave>.**



*Veterans Initiative*  
[www.tri-c.edu/veterans](http://www.tri-c.edu/veterans)

## **DD 214 Copy Resources**

### **National Archives Online**

1. Order free copy of DD-214 online for veterans through **eVetRecs**. Must be:
  - A **military veteran**, or
  - Next of kin of a **deceased**, former member of the military. The **next of kin** can be any of the following:
    - Father
    - Mother
    - Son
    - Daughter
    - Sister
    - Brother
    - Surviving spouse that has not remarried

Use this link: <http://www.archives.gov/veterans/>

2. Download and complete SF-180. Follow the instructions for mail/faxing.

Use this link: <http://www.archives.gov/veterans/>

### **eBenefits**

1. Follow the link below to eBenefits Homepage.
2. Choose the “access my DOCUMENTS” menu option.
3. If you have an established account, choose the “Log in” option and enter the username and password for access request.
4. If you do NOT have an account, choose the “Register” option and enter the requested information.
  - Write down and keep safe your username and password for future access.
  - Follow the menu prompts to request your DD-214 and other documentation.

Use this link: <http://www.ebenefits.va.gov/>

### **Cuyahoga County Veterans Service Commission**

- Has information to request Military records, including DD-214, directly through the service commission or by mail:

Use this link: <http://vsc.cuyahogacounty.us/en-US/medals-military-records.aspx>

The VSC can be contacted by phone at: (216) 698-2600 / 1-866-915-8387

For other services, visit their website: <http://vsc.cuyahogacounty.us/>

## **DD214 continued...**

### **By mail:**

The request must contain the following information for the National Personnel Records Center to locate your service records. This information includes:

- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).
- If you suspect your records may have been involved in the 1973 fire, also include:
  - Place of discharge
  - Last unit of assignment
  - Place of entry into the service, if known.
- All requests must be **signed** and **dated** by the veteran or next-of-kin.
- **If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

Mail a written request for your DD214 to:

**National Personnel Records Center**

**Military Personnel Records**

**1 Archives Drive**

**St. Louis, MO 63138**

NPRC Customer Service Line: **314-801-0800**