



CENTRAL PIEDMONT COMMUNITY COLLEGE

Dear Transferring or Returning Chapter 35 VA Student:

Welcome to CPCC!! If you are planning to attend our college and are using your Veterans Affairs educational benefits there several steps that you should take to be eligible. Since you've received Veterans Affairs educational benefits at a previous college or haven't attended CPCC in over two semesters, you must complete a 22-5495 Change of Place of Training form. (You can access this form at [www.gjbill.va.gov](http://www.gjbill.va.gov).)

There are steps that you must complete for your CPCC VA file. These are listed below:

**STARTING YOUR VA BENEFITS.....**

- Complete the 22-5495 Change of Place of Training form. Bring the completed form to CPCC's VA Office for your file. Your Veterans Affairs file number along with the correct suffix letter must be provided in question #2A and #2B to be certified by the VA Office.
- Complete the VA Demographic Form in ink and PRINT CLEARLY. The VA Packet will not be accepted without this form being completed and returned with other documents.
- Read, sign and return a copy of the enclosed General Information form and keep one set for you records
- Complete, sign and return the enclosed Transcript Certification form.

**ADMISSION REQUIREMENTS.....**

- Complete a CPCC Admissions form either online or in person at any campus location.
- Request a copy of your High School Transcript for the Student Records Department at CPCC unless you have at least a two-year degree from an accredited college/university. If so, that degree must be on file.
- Request and official Transcript for all prior Colleges you have attended and complete a Request for Evaluation form at Student Records so they can evaluate transfer credits.
- Take Placement Test if required to confirm need for Remedial Courses
- See the Counseling Department to be admitted into a VA Catalog Approved Program

Once you have completed the steps listed above and have officially registered, please make an appointment to be certified for your VA benefits. Before making an appointment, please run a "Program Evaluation" through the MyCollege online services ([www.cpcc.edu](http://www.cpcc.edu)) for students to insure that all courses are required for your Program of Study. If you are registered for Virtual online/tele-courses, please read the enclosed Veterans Affairs Virtual Course Guidelines to determine if you are eligible to be certified.

PLEASE NOTE: YOUR VA FILE MUST BE COMPLETED – INCLUDING ALL PRIOR COLLGE TRANSCRIPTS BEING EVALUATED – BEFORE YOU CAN BE CERTIFIED FOR VA BENEFITS.

CONTACT INFORMATION: VETERANS AFFAIRS OFFICE  
CENTRAL CAMPUS  
CENTRAL HIGH BUILDING, ROOM 206  
PHONE: 704.330.6267  
[sandee.patton@cpcc.edu](mailto:sandee.patton@cpcc.edu)

**We also encourage all VA students to apply for Financial Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).**