



Veteran Services Office

Contact Us:
P: (972) 881-5760
VRC@collin.edu

CHAPTER 31 – VETERAN READINESS & EMPLOYMENT (VR&E) CHECKLIST

Name: _____ CWID: _____

1ST TIME USING CHAPTER 31 BENEFITS:

- Apply: <https://www.va.gov/careers-employment/vocational-rehabilitation/apply-vre-form-28-1900/start>
- Department of Veteran Affairs will assign VR&E Counselor once student applies for VR&E:

ADDITIONAL REQUIRED DOCUMENTS

- VAAP** – Collin College Veteran Application (Internal document)
 - Degree Plan Request** (Internal document)
 - Current Student** – Submit Paper VA Form 22-1995 along with Degree Plan Request to change program
 - DD214 – Member 2 or 4 copy** (copy must show SSN and discharge status)
 - Official Transcripts** – from **EACH** previously attended colleges, universities, trade schools and tech schools. This is a VA requirement regardless of the time of attendance or relevance of classes taken.
 - Joint Services Transcript (Army, Marines, Navy or Coast Guard): <https://jst.doded.mil/jst/>
 - Search Collin College and select McKinney Campus online delivery only.
 - Community College of the Air Force:
<https://www.airuniversity.af.edu/Barnes/CCAF/Article-Display/Article/803247/community-college-of-the-air-force-transcripts/>
 - Send Official Transcripts:
 - Electronically: transcripts@collin.edu
 - Mail: Collin College, Admissions and Records, PO Box 8001, McKinney TX 75069-8001
 - All Official Transcripts must be received before certification is possible**
- After Department of Veteran Affairs assign the VR&E Counselor:**
- Student will need to complete all requirements from the VR&E Counselor.
 - VA Academic Worksheet will be sent to VR&E Counselor by the SCO.
 - VR&E counselor will issue an Authorization/PO Code in Tungsten
- Students are eligible to be certified if Authorization/PO Code is valid**
 - If Authorization/Tungsten code is expired, please have student to reach out to the VR&E Counselor.
 - Authorization/Tungsten code and expiration date can be seen on the ROANYUD screen.