



## VETERAN AND MILITARY SERVICES

### Checklist for Members of the Reserves

**Please submit any documents containing personally identifiable information to VMS using the [Secure Document Submission form](#) or you may bring documents with you to an in-person intake appointment.**

- ☐ **For information and instructions regarding Federal Tuition Assistance, select your service branch below:**

<a href="#">Air Force</a>	<a href="#">Army</a>	<a href="#">Navy</a>	<a href="#">Marine Corps</a>	<a href="#">Coast Guard</a>
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- ☐ **Fill out FCC's free online application for admission [here](#).**
- ☐ **Submit official transcripts and/or score reports to FCC's Registrar's Office to be evaluated for credit and [determine if you are exempt](#) from the reading, writing, and/or math placement tests. For information about how to submit them go [here](#).**
  - a. Submit official transcripts from any colleges and/or universities where you earned credit.
  - b. Submit SAT, ACT, AP, or CLEP score reports if they exempt you from taking the placement tests or yield credit [AP and CLEP score reports must be official to be awarded transfer credit]
  - c. Submit official military transcripts for evaluation
    - i. **Joint Services Transcript (JST) (All branches EXCEPT Air Force):** create an account and request to have your official JST sent to FCC electronically [here](#)
    - ii. **Community College of the Air Force (CCAF) Transcript:** see how to request an official copy [here](#)
- ☐ **Take the placement tests if you are not [exempt](#).** For information about how to take the tests go [here](#). For resources that will help you prepare to take each test go [here](#).
- ☐ **Submit unofficial copies of college/university transcripts to VMS for advising purposes if possible**
- ☐ **Optional: Apply for federal student aid to see if you are eligible to receive a need-based Pell Grant. For more information and for a link to the Free Application for Federal Student Aid (FAFSA), go [here](#).**
- ☐ **Schedule an intake appointment [here](#).** Please complete any required placement testing AND provide copies of unofficial college transcripts to VMS prior to your appointment (or bring copies with you to an in-person appointment). **We do NOT need to have your military documentation on file before you register for classes.**
- ☐ **Once registered for classes and if using, submit the following documents:**
  - a. **Federal Tuition Assistance (FTA) TA Authorization to [StudentAccounts@frederick.edu](mailto:StudentAccounts@frederick.edu)**
  - b. **Montgomery GI Bill®-Selected Reserve (Chapter 1606) OR Post 9/11 GI Bill® (Chapter 33)**
    - 1. Certificate of Eligibility (COE) OR current VA Statement of Education Benefits to Veteran and Military Services using the [Secure Document Submission form](#).