



## MILITARY and VETERAN ENROLLMENT CHECKLIST

This checklist is a guide to assist you in completing the enrollment process at Northeast Iowa Community College (NICC) and receiving educational benefits from the Department of Veterans Affairs (DVA).

- Apply online at [www.nicc.edu/apply](http://www.nicc.edu/apply).
- Submit your ACT®, SAT®, Armed Services Vocational Aptitude Battery (ASVAB) scores or complete the ACCUPLACER® Reading and Writing assessment and ALEKS® Math assessment. Assessments may be waived based on appropriate previous college coursework, a transcript may be submitted in lieu of testing.
- Submit high school and previous college transcripts.
- Request Official Military Transcripts (Air Force, Joint Services Transcript and US Army Medical Department Center and Schools).
- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to qualify for additional student aid.
- Register for courses with an advisor and contact the College Veteran Affairs (VA) Certifying Official to complete the paperwork required to apply for Veteran Education Benefits.

### Process to Apply for Veterans Education Benefits

- Apply online at [www.va.gov](http://www.va.gov) or contact the College VA Certifying Official for a paper application. If filing online, print out the completed application and submit it to the College VA Certifying Official.
- Once you apply for benefits, you will receive a Certificate of Eligibility letter from the Department of Veterans Affairs. You must submit a copy of this form to the College VA Certifying Official.
- Submit a copy of your DD-214 or DD Form 2384 (Notice of Basic Eligibility – NOBE) and a copy of your College Fund (Kicker) contract, if eligible, to the College VA Certifying Office.  
*\*Dependents do not submit a copy of the DD 214 but must have the veteran's social security number or VA file number to apply for benefits.*
- Complete the NICC Veterans Worksheet.



## Why Military and Veteran Students Choose Northeast Iowa Community College (NICC)

- Regionally accredited by the Higher Learning Commission (HLC)
- Home Base Iowa (HBI) Community and Certified Higher Academic Military Partner (CHAMP)
- First college in the state of Iowa to articulate military experience into specific programs:  
Associate of Arts, Business Specialist, Applied Management and Criminal Justice
- Armed Services Vocational Aptitude Battery (ASVAB) test can be used for placement in reading, writing and math courses
- NICC cares about your family too. Military or Veteran spouses and children qualify for one of five \$1,000 scholarships
- One of three fully funded CLEP and DANTES tests centers (proctor fees waived)
- An Associate of Arts degree option, Z-Degree, that is completely online, in eight-week class sessions and has NO textbook costs.
- More than 60 programs of study and 45 non-credit to credit pathways
- Transfer articulation agreements in place with four-year colleges and universities
- Military benefits trained staff
- Lucrative military leave of absence policy
- Free tutoring and technology support
- Free career services assistance (resume, portfolio, mock interviewing and job search)
- Graduation recognition with red, white and blue cord along with a branch insignia stole

### Learn More.

#### Peosta Campus

Elaine Capek

VA Certifying Official

844.642.2338, ext. 2219

capeke@nicc.edu

#### Calmar Campus

Mary Jean Svendsen

VA Certifying Official

844.642.2338, ext. 1236

svendsenm@nicc.edu