***Welcome to Clover Park Technical College.***

You will find all necessary forms for Chapter 35 benefits as well as our Veterans New Student Checklist under the What Forms do I need to fill out under the Veterans Ta**b.**

To start your admittance I would start with the **Welcome Center 253-589-5800**. Let them know that you are a new student and they should help you get admitted. From there you will be referred to **Advising at 253-589-5548**. Once you have an education plan you will be referred to **Enrolment Services** where you register for classes**253-589-5666 also where you would ask about the Washington State Wavier** since your sponsor is 100% disabled (they will give you the information that you will need to submit). Here is a link with important phone numbers and emails <http://www.cptc.edu/va>. We also have zoom room for each department where you can meet virtually with the various departments and get assistance at the following link <http://www.cptc.edu/virtual>

**What we will need are following documents:**

Certificate of Eligibility (Chapter 35) – **Need a physical copy before we can start process.**

* Education Plan (Advisor)
* Class schedule
* Last page of student checklist signed
* **Certificate of Eligibility**
* Release of information (if you want someone to have access to your information)
* **Sponsors Social Security Number**

Please make sure to set up your **Student Email** because all correspondence will go there. We take the paperwork all at once, so please do not send anything unless you have all of the required documents. **Please send the documents to** vaoffice@cptc.edu.

The longest part of the process is getting the COE. I suggest you start that as soon as possible, if you already have one that’s great. Send it with the other documents.

 If you have any questions or need any assistance, give us a call.

\*\*The following link, <http://www.cptc.edu/veterans>, will provide additional information for eligible veterans or dependents seeking to enroll at CPTC. Additionally, the New Student VA Checklist will provide further information and details on how to successfully request and submit documentation to begin your benefits. If you have any further question please feel free to contact out office at 253-589-5581. We look forward to the opportunity to assist you with your educational goals.

**\*\*\* See Chapter 35 FAQS for additional information\*\***