Process Checklist:

Student Veteran

☐ Apply for benefits if student has never used them before. For federal benefits visit [www.gibill.va.gov](http://www.gibill.va.gov). For state benefits, [www.isac.org](http://www.isac.org).
For any questions regarding application process, contact Blanca.Martinez@morton.edu.

☐ VA Student must visit [www.morton.edu](http://www.morton.edu) to find the Veterans Benefits form under aid for Veterans→Resources and Forms. The form is a fillable form.

☐ Schedule an appointment and submit completed VA form to academic advisor.
  - VA Students may email advising@morton.edu to schedule an appointment.

Academic Advising

☐ Arrange a meeting to assist students with the completing the academic advisor section of the VA Form.

☐ Review and approve courses that are requirements for their selected degree.

☐ Attach EVAL and complete the academic advisor section of the VA form.

☐ Email completed VA form and EVAL to blanca.martinez@morton.edu.

Financial Aid Office

☐ Once VA form is received, Blanca Martinez will review and process. Process can take 2-4 weeks. NOTE: Certifications to the VA will begin 30 days before courses start.

☐ Students will be emailed their status or may check their panther portal by accessing the Self-Service system at [www.morton.edu](http://www.morton.edu). Please follow the instructions below:
  1. Log into Panther Portal, then:
  2. Under “Self-Service Menu” select “Student.”