



Veterans Service Center  
3600 Workman Mill Road  
Whittier, CA 90601  
Room SS150 (562) 463-3117

The following steps must be completed in order to see a VSC counselor and to get Certified for your educational benefits.

**\*NewStudents\***

- Apply to Rio Hondo College at [www.riohondo.edu](http://www.riohondo.edu). Go to "Get Started" to complete RHC application and CCCApply. Apply for the semester that you plan on attending.
- Apply for your G.I. Educational Benefits at [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Your Letter of Eligibility should be mailed to you within 2-4 weeks. Once received, bring a copy to the Veterans Service Center.
- Complete the FAFSA Application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Complete the Placement Tool online through your AccessRio Portal. Click on Academics (left side in gray area) then click on Placement Tool (bottom left side). This must be completed before scheduling an appointment with the VSC Counselor.
- Intake Form (Veterans Service Center).
- Copy of DD214 member #4 (the only one accepted)
- Official transcripts must be ordered from all colleges, trade schools and any other schools you have previously attended, whether you received credit or not. Also your official military transcripts (JST) must be ordered as well.

Have transcripts mailed to: Rio Hondo College, 3600 Workman Mill Road, Whittier, CA 90601 Attention: Admissions & Records.

**\*\* Official Transcripts Cannot Be Hand Delivered\*\***

- [www.JST.doded.mil](http://www.JST.doded.mil) (Army, Navy, Marine, Coast Guard)  
<http://www.au.af.mil/au/barnes/ccaf/transcripts.asp> (Air force)

Once all requirements are completed, contact our office to make an appointment with the VSC counselor to receive an educational plan. Call the VSC at (562) 463-3117 with any questions, or to schedule a mandatory Veterans Orientation.

**Suggestions on Maintaining Benefits**

- In order to continue to be certified, you must submit a "yellow card" to our VSC, room SS150, at the beginning of each semester that you want to be certified.
- If there is a change in class schedule (i.e. you dropped a class, or changed a class) you must notify the VSC immediately by completing a "yellow card" or "pink card" if all classes are dropped.

Please visit our website for important dates & information. [www.riohondo.edu/vsc](http://www.riohondo.edu/vsc)