



Veteran Benefits – Monterey Peninsula College Student Application Process for Basic Police Academy

You must have passing T-scores for both written and physical agility Law Enforcement [Entrance Assessment Exams](#) in order to register for this course. Complete the steps as listed below before making an appointment with the MPC Veterans Representative.

1. **All students** are required to obtain official transcripts from ALL previous colleges *and* the military:
 - Depending on time constraints, official transcripts must be sent directly to the MPC Office of Admissions and Records or brought with you to your counseling appointment.
 - Transcripts must be in **original, sealed envelopes**; *open and/or unofficial transcripts will not be accepted.*
 - In lieu of transcripts, you must sign a statement of no previous college units.

Begin this process as soon as possible; it can take up to four to six weeks to obtain transcripts, depending on the location of in- and out-of-state colleges you attended.

***See #5 for transcript submission and evaluation deadlines.**

2. Make your reservation through our main office (408/270-6458). Inform the staff assistant that you are in the process of securing your VA benefits and that you would like to speak with Ms. Andre at the conclusion of making your reservation.
3. Complete and submit the VA application for benefits at www.gibill.va.gov; scroll down and click on "Apply for Benefits."
 - If you have not used your education benefits before, fill out VA form 22-1990.
 - If you have used your VA education benefits in the past, fill out VA form 22-1995 to change your place of training to MPC.

Print out a copy to bring to your appointment with the Veterans Representative.

4. Secure a copy of your Certificate of Eligibility (you will receive this by mail from Veterans Affairs after completing VA Form 22-1990 or 22-1995). Bring this to your appointment with the Veterans Representative.
5. Schedule an appointment with a MPC Counselor (831/646-4020) to complete an Education Plan (you will take this original plan to your appointment with the Veterans Representative).



Students who have fewer than 60 units: You will complete a First Semester Education Plan. You must have ALL official transcripts on file and evaluated at MPC before the end of your first semester/session using your VA Education Benefits.

***Students who have completed more than 60 units:** You will complete a Veteran's Education Plan, also known as a FULL Education Plan (hour long appointment). You must have ALL official transcripts on file and evaluated at MPC prior to completing a Veterans Education Plan.

6. Secure a copy of your DD214 (discharge from service paperwork). You will need to submit this during your appointment with the Veterans Representative.
7. Produce a copy of your registration receipt, showing the course in which you are enrolled. It can often take some time before you are officially registered in your Police Academy course since your MPC Application must be submitted through South Bay Regional and processed into MPC's system. Monitor WebReg (<https://webreg.mpc.edu>) to determine when you are officially registered in your Police Academy course.

Please note: It is your responsibility to notify the Veterans Representative once you see that you are registered in your Police Academy course in WebReg. Only at that time will we be able to certify your course for payment from the VA – we need to hear from *you*!

8. Make an appointment with the Veteran's Representative once you have gathered all of the necessary paperwork.
9. Complete the packet for your education bill provided by the MPC Veterans Representative during your appointment.

If any of the above items are missing, the Veterans Representative will not be able to complete your enrollment certification for payment from the VA.

Please contact the [MPC Office of Veteran's Affairs](#) if you have any questions regarding your GI Bill, benefits or these procedures: 831-646-4025