1) CSM Online Application: collegeof sanmateo.edu/apply Student ID G # ________________________________

2) Complete the VONAPP for the Certificate of Eligibility at vabenefits.vba.va.gov/vonapp/main.asp. Print out proof of submission. Wait for a copy of your VA Certificate of Eligibility that you received in the mail a few weeks later.

3) Apply for Financial Aid at fafsa.ed.gov and don’t forget to apply for the BOG waiver too! School Code: 001181

4) Math/English Placement: Log into your WebSMART account, under Student Services, click on Schedule Appointment to take the placement. *If you have already taken a college level Math or English course provide your unofficial transcript to show that instead of taking the placement exam.

5) College Orientation: Log into your WebSMART account, under Student Services, click on Schedule Appointment to sign up for Counseling Workshop (college orientation). *Online orientation option available on Websmart

6) Third Party Payer: Log into your WebSMART account, under Student Services, click on Registration, then Update your Student Information, click on the semester you are registering for. Click on Third Party Payer (at the top) and check the appropriate box. *Very important! This will protect you from being dropped from classes for non-payment!

7) Schedule an appointment with a veteran counselor to develop your Student Education Plan (SEP): Call (650) 574-6675 or visit the Veterans Center in building 16 room 150 to schedule. *Please keep a copy of your SEP for your records.

8) Register for classes in Websmart using your SEP as a guide to what courses to take. (All Veterans do get priority registration)

9) Request your official Joint Service Transcript jst.doded.mil to be sent electronically to College of San Mateo.

10) Request official transcripts from any other previous schools. Mail to: College of San Mateo, Admissions and Records, 1700 West Hillsdale Blvd. San Mateo, CA 94402. Bring in Person: Building 10, 3rd Floor in Admissions & Records. (Keep the document sealed.) *You are required to have this completed and on file by the end of your 1st semester. After all transcripts are received you will also have to manually request an official transcript evaluation through your student portal.

11) Forward your SMCCD Email to your phone. Download the Gmail app and log into your school e-mail from there. *Important email updates throughout the semester.

12) Now you are ready to pay your bill… Gather the following 5 documents below and take them to the CSM Certifying Official, Jeremy Mileo who is located in Building 10 on the 3rd floor in Admissions & Records.

- DD214
- Certificate of Eligibility or confirmation page (If you are a Reservist you will need the Notice of Basic Eligibility [NOBE].)
- Signed Statement of Responsibility
- Student Education Plan (SEP) completed by a CSM counselor
- Veteran Certification Request (VCR; completed after registering for classes)

*Moving forward… every semester you will need to complete the following steps:

1) Schedule an appointment with a counselor to ensure that your SEP is up to date. Deadline is April 1st and October 1st to ensure that you make the veteran priority registration deadline.

2) Register for classes in Websmart using your SEP as a guide to what courses to take.

3) Third Party Payer Option (See above for directions)

4) Submit your Veteran Certification Request to your Certifying Official, Jeremy Mileo *If you drop a course please let Jeremy know so he can adjust your certification and you don’t end up owing money to the VA.