



- 1) CSM Online Application: collegeofsanmateo.edu/apply Student ID G # _____
 - 2) Apply for VA education benefits as a Veteran, service member, or qualified family member at <https://www.va.gov/education/how-to-apply/> 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) Complete College Orientation: Students can complete the college orientation by attending an in-person Welcome Orientation and Assessment Workshop (which covers both enrollment steps 2 and 3). Students can sign up for the workshop by contacting the Welcome Center or through their [WebSMART](#) account. The college orientation is also available online through [WebSMART](#).
 - 5) Complete Math/English Assessment:
Option 1: [Welcome Orientation and Assessment Workshop](#)
Option 2: [English and Math Assessment Questionnaire](#)
 - 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) for a CSM VA-approved program. Call (650) 574-6675 or visit the Veterans Ctr. in Bldg 16, Rm. 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 with current SEP 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.***

Now you are ready to pay your bill... Gather the following 5 documents below and take them to the CSM Certifying Official, Karen Erickson who is located in Building 10 on the 3rd floor in Admissions & Records. Or email to: ericksonk@smccd.edu

- DD214 (Member 4 version)
- 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. Be sure to meet that semester's published SEP deadline you make sure you qualify for the veteran priority registration
- 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, Karen Erickson ****If you drop a course please let Karen know so she can adjust your certification and you don't end up owing money to the VA.***