Complete an Application for Admission

Follow the instructions online at hawaii.hawaii.edu/apply. Once you are accepted, you will receive a confirmation via email.

Create a FSA ID and fill out a free application for Federal Student Aid (FAFSA)

To receive Federal Student Aid, you must be seeking a degree or certificate in an approved program at Hawai'i CC. You cannot owe a refund on a Federal grant or be in default on a Federal educational loan to receive aid. For more information, contact the Financial Aid office at (808) 934-2712.

Apply for Educational Benefits through the Veterans Administration (VA)

Veterans, service members, reservists, and dependents may use the Veteran Online Application (VONAPP) to apply for VA benefits. VONAPP can be accessed online at vabenefits.vba.va.gov/vonapp. Paper applications/forms are available on the VA website; however, submitting paper forms could cause a delay in the processing of your benefits.

Once the application is processed, the VA will issue a Certificate of Eligibility (COE), by mail, to qualified individuals. The certificate contains basic eligibility information including months of entitlement, period of eligibility, and benefit level.

DEPENDENTS: The service member must first transfer their benefits to you in the eBenefits system if using the Post 9/11 GI Bill. Once the transfer is complete, you can submit your application via VONAPP. If the service member is deceased or 100% disabled, you may qualify for Chapter 35 (DEA) benefits. For Chapter 35, a child of the service member must be between the ages of 18-26 years of age to qualify.

A copy of your COE is requested for Hawai'i CC to have on file. If you have applied, but not yet received your COE, please work with the School Certifying Official (SCO) on alternative verification documents.

If you are a veteran seeking Vocational Rehabilitation benefits, you should contact your Vocational Rehabilitation Counselor and develop an individualized rehabilitation plan. Your Vocational Rehabilitation Counselor will communicate directly with the SCO for verification of your educational benefits.

Request a Joint Service Transcript (JST) & other college transcripts to be sent to Hawai'i CC

The VA requires that appropriate credit be granted for any and all post-secondary education and training, received at military and civilian institutions. After your transcripts are evaluated, you will be notified regarding credit equivalencies earned at our institution.

Official JST transcripts can be sent directly to Hawaii Community College via the JST portal. Army, Coast Guard, Marine Corps, and Navy military education and training record(s) can be requested for free at: https://jst.doded.mil/smart/signIn.do. Air Force transcripts can be requested at: http://www.au.af.mil/au/index.asp.
Send previously attended college transcripts to: Hawai‘i Community College, Admissions & Records Office, 1175 Manono Street, Hilo, HI, 96720-4091

Failure to submit all transcripts before the end of your second semester will result in non-certification of third semester courses with the VA.

Determine Eligibility for Veteran Exemption to Non-Resident Tuition Rate

If you are a non-resident for tuition purposes, you may be eligible for an exemption from paying out-of-state tuition rates if you meet the following criteria: you have been discharged from a period of active duty service of 90 days or more and enroll in college within 3 years of your discharge date. If you are beyond the 3 years of your discharge date, and are using Chapter 33 Post-9/11 GI Bill benefits, you may be eligible for the Yellow Ribbon Program. Contact the Admissions & Records Office at (808) 934-2710 or email hawvet@hawaii.edu for further assistance.

Complete Placement Testing (ACCUPLACER)

The ACCUPLACER is a computerized placement test to assess students' current skill levels in mathematics, reading, and writing. The VA requires official placement scores in order to certify English and Math courses. Please contact Hale Kea Advancement and Testing Center for more information at (808) 934-2540.

Submit Health Clearance documents to Hawai‘i CC Admissions & Records Office

Two MMR vaccinations are required and a negative TB skin test results must be submitted prior to registering for classes. Please see our health clearance requirements at: http://www.hawaii.hawaii.edu/health-clearances

Attend a New Student Orientation (NSO)

New student orientation is mandatory for all first-time students. NSO provides important information to help you succeed at Hawai‘i Community College. Contact the Manono Campus Counseling Center (Hilo) (808) 934-2720 or Pālamanui Student Services (Kona) (808) 969-8816 to sign up.

In addition, any student using VA benefits must meet with the SCO and do a Veteran benefits orientation. Contact the Admissions and Records to schedule this orientation: 808-934-2710

Register for classes / Meet with a counselor

Decide upon a degree plan and register for courses. Meeting with a Counselor/Advisor will help you determine what classes you are eligible to take and ensure you take appropriate classes for your degree/certificate program of choice.

eBenefits & Enrollment Verification

The eBenefits website is a highly recommended resource. When you create an account, you can track your education claim status, remaining months of eligibility, access military documents, change direct deposit, search for employment, and confirm monthly school attendance on WAVE. (eBenefits.va.gov). Chapter 30 and 1606 - In order to receive monthly education benefits, you MUST verify your enrollment each month with the VA via the WAVE system (gibill.va.gov/wave) or by calling 1-877-823-2378.

Check out our Veteran Webpages at: http://hawaii.hawaii.edu/admissions/veterans

April 7, 2017 SD