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## Veteran Benefits – College of San Mateo Student Application Process for Basic Academy

**NOTE:** Prerequisites for Basic Police Academy include passing scores on Entrance Assessment Exams. More info and scheduling [can be found here](#).

- 1) Contact our main office at 408-229-4299 to ensure there is space available in the class before continuing with the instructions on this page.
- 2) Complete the registration process by following the [CSM College instructions](#). You will need to wait for and submit both ID numbers (OpenCCC AND CSM College) according to the instructions on that page in order to be considered as registered.
- 3) Complete the VA application for benefits at [www.gibill.va.gov](http://www.gibill.va.gov); scroll down and click on Apply for Benefits. Be sure to print two copies of the completed application: one for your records and one for the CSM Certifying Official – OR – provide a copy of your VA Certificate of Eligibility.
- 4) Obtain a copy of your [DD214](#).
- 5) Complete the [Enrollment Data Request \(EDR\)](#) and [Statement of Responsibility](#).

Present all documents to the VA Certifying Official at CSM, located in Building 10, 3<sup>rd</sup> floor, Admissions & Records. **If any of the above items are missing**, the VA Certifying Official will not be able to certify you.

**Military Benefits Information:** Want to know how you can get a copy of your DD214 online as well as other benefits available to veterans? The following website should be added to your favorites: <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. Once you register you will be able to track all of the benefits available to you as a veteran...loans, health information, dependency benefits, etc.

Certifying Officials:

Karen Erickson  
650.574.6549  
ericksonk@smccd.edu

Counseling:

Michael Vargas  
650.574.6251  
vargas@smccd.edu

Veteran Center (VROC) Contact:

Luis Padilla  
650.574.6675  
padillal@smccd.edu

BAH Calculator: <http://www.defensetravel.dod.mil/site/bahCalc.cfm>