



MyCAA Benefits Checklist

****All required documents must be turned in to avoid delay in processing and payment****

Please Note: The student’s spouse must be active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

- _____ Submit Houston Community College Admission Application <http://www.hccs.edu/apply>
- _____ Create MyCAA account (<https://aiportal.acc.af.mil/mycaa/>) and provide the required Spouse Profile information
- _____ Contact a certified SECO Career Counselor at 1-800-342-9647 to create your career plan
- _____ Meet with a HCC Academic Advisor
- _____ Official transcripts from all previous college(s) attended (regardless of accreditation) ²

Mail Transcript(s) to:
 Houston Community College,
 Office of Admissions & Records
 P.O. Box 667517
 Houston, TX. 77266-75117

OR

Hand Deliver Transcript(s) to:
(Official transcripts must be sealed)
 3220A Main Street, Houston, TX. 77002
 OR visit a campus VA Representative
<http://www.hccs.edu/locations/>

- _____ Enroll in HCC Courses (listed on your approved degree plan)
- _____ Submit your DOD (scholarship) approval to the HCC DOVA Office
- _____ VA Certification Request (VACR) Form, <http://www.hccs.edu/veterans> – Must submit every semester AND for any enrollment change (drop/swap/withdrawal) ¹
- _____ Pay for courses, select ‘other’ as method of payment to avoid courses being dropped
- _____ Check the *Message Center & To Do List* in the Student System <https://myeagle.hccs.edu/>

¹ If resubmission of any document is requested, you may do so by any of the following methods: Walk-In at Office of Campus Veterans Representative, Email: vaonline@hccs.edu , OR Fax: 713-718-8444.

² Official transcripts are required within 30-days of your first meeting with an advisor. A transcript service indicator (hold) will be placed on your account, which prevents you from making changes to your schedule.