



## How to Apply for VA Benefits

### Steps for the VA System

- Login at [www.gibill.va.gov](http://www.gibill.va.gov)
- Click on **Apply on Line**
- Click on **Education** (drop down box)
- Follow Directions to Apply for Educational Benefits or to change program/place of training if you have used your benefits previously

**For the SW FL Public Service Academy (PSA) student, the school name on the application should be:**

Fort Myers Technical College – Facility Code: 15142010  
3800 Michigan Avenue  
Fort Myers, FL 33916

**Print your application before submitting to VA** and complete the following list of documents:

1. Copy of you DD214 – Member 4 form
2. Letter of Eligibility or Copy of Application
3. Military Transcripts – **Official Copy**
  - a. Military transcripts can be requested at: <https://jst.doded.mil>
4. All other post-secondary **official** transcripts – required within 90 days from start of program

Note: items 1-3 are required to determine eligibility prior to the start of the program

**Meet** with appropriate PSA representative to verify availability of all required documents.

**Upon verification**, meet with a Financial Aid representative.