

## Vocational Rehab -Chapter 31 Checklist

**This checklist assumes that you have applied for and been approved for benefits under CH31 Vocational Rehabilitation and Employment**

### **You must apply to and be accepted to the University of Connecticut**

- \_\_\_ Apply online at: <https://admissions.uconn.edu/apply/veteran-military>
- \_\_\_ Request your Joint Service Transcript (SMART) at [www.jst.doded.mil](http://www.jst.doded.mil)
- \_\_\_ (USAF ONLY) Request your CCAF at [Community College of the Air Force Transcripts](#)
- \_\_\_ Send required documents for the application fee waiver (as listed on admissions website) to: [beahusky@uconn.edu](mailto:beahusky@uconn.edu)
- \_\_\_ Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – It is highly recommended that you complete the FAFSA, regardless if you think you qualify or not. Financial Aid can be used in conjunction with GI Bill

### **Apply to utilize your Vocational Rehabilitation Benefits**

- \_\_\_ Contact this office to make an initial appointment with a School Certifying Official, and to have your enrollment and orientation fees deferred to your fee bill and fill out a parking permit form. **Contact this office before paying any fee out of pocket, if possible. This includes your parking permit.**
- \_\_\_ Confirm receipt by this office of a purchase order from your Voc. Rehab counselor
- \_\_\_ Confirm with the Barnes and Noble Bookstore on your home campus of receipt of a purchase order for your books and supplies
- \_\_\_ Register with the UConn Center for Student with Disabilities ([www.csd.uconn.edu](http://www.csd.uconn.edu)) if you require any accommodations for exams or classes (note taking, tutoring, etc.)
- \_\_\_ OPTIONAL; If eligible, apply for the Connecticut State Veterans Tuition Waiver: Visit <https://veterans.uconn.edu/ctveteranswaiver/> for eligibility and documentation requirements.
- \_\_\_ If you are enrolled in the EMBA, CEIN, PMBA, Pharm D, or a Certificate Program, and/or are planning on using the waiver in conjunction with, or instead of (at any time during your UConn program) your CH31 benefits, please contact this office for a complete overview of what the CT Veterans Waiver will cover.

### **Register for classes & Submit Online Form D (Request for Certification for Benefits):**

- \_\_\_ Register for classes (Only courses which apply to the program graduation requirement can be certified - the credits awarded must bring the credits left to graduate down by an equal amount)
- \_\_\_ Once registered, submit the FORM D (request for certification) found at <https://veterans.uconn.edu/benefits/forms/>. This applies to ALL students wishing to use a Military related benefit (State or Federal) at the University of Connecticut. **\*\* A FORM D MUST BE SUBMITTED ONLINE PRIOR TO EACH TERM!** Failure to do so will delay funding\*\*

### **Guest Students: Students attending another college or university wanting to take a course at UConn to transfer back to their parent institution, will need to provide:**

- \_\_\_ Supplemental letter from the parent school
- \_\_\_ Current Certificate of Eligibility of college attending
- \_\_\_ Complete and turn in Form D at <https://veterans.uconn.edu/benefits/forms/>

*NOTE: To avoid late fees, you must settle any outstanding balance on your fee bill before the due date, so please check your bill. Even with VR&E (CH31) benefits, you may have a balance from charges that the VA will not cover.*