**Voc Rehab - Chapter 31 Checklist**

1. **Students must apply to the University of Connecticut**
   - [ ] Apply online at: [https://admissions.uconn.edu/apply/veteran-military](https://admissions.uconn.edu/apply/veteran-military)
   - [ ] Request your Joint Service Transcript (SMART) at [www.jst.doded.mil](http://www.jst.doded.mil)
   - [ ] Request your CCAF at [Community College of the Air Force Transcripts](https://www.glob sec.af.mil)
   - [ ] Send required documents for the application fee waiver (as listed on the admissions website) to [beahusky@uconn.edu](mailto:beahusky@uconn.edu)
   - [ ] Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - Financial Aid can be used in conjunction with GI Bill benefits.

2. **Apply to utilize or update your GI-Bill benefits at [www.vets.gov](http://www.vets.gov)**
   - [ ] Click on Apply for education benefits
   - [ ] Click Find Your Education Benefits Form
   - [ ] Click on the appropriate box to apply (first time use) or to update (change of place or training) your educational benefits

3. **Upon Acceptance to the University of Connecticut:**
   - [ ] Contact this office for deferral of your fee bill of the Enrollment Deposit and the Orientation Fee – CH31 ONLY

4. **Supply supporting documentation to the Office of Military Programs and Veteran Affairs.**
   - [ ] Provide VA form 1905 available through your Voc Rehab Counselor. This form must be valid for the term you are requesting to be certified for.

5. **If eligible, apply for the Connecticut State Veterans Tuition Waiver:**
   - [ ] Visit [https://veterans.uconn.edu/cfveteranswaiver/](https://veterans.uconn.edu/cfveteranswaiver/) for eligibility and documentation requirements.
   - [ ] If you are enrolled in the EMBA, CEIN, PMBA, Pharm D, or a Certificate Program, please contact this office for a complete overview of what the CT Veterans Waiver will cover.

6. **Register for classes/ Submit Online Form:**
   - [ ] 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 ONLINE Request for Certification Form D at [https://veterans.uconn.edu/benefits/forms/](https://veterans.uconn.edu/benefits/forms/).
   - [ ] Please contact this office if you are applying for a Parking Permit. Do not pay out of pocket. Do not use the on-line application. Remember to waive out of the UConn Health Insurance, as you are covered under VA Health Care
   - [ ] Fill out the Refund Exception Request form (available at the VAMP Office, or by emailing a request to [Veterans@uconn.edu](mailto:Veterans@uconn.edu)) to receive an early refund of your financial aid.

   **THE FORM D MUST BE SUBMITTED ONLINE PRIOR TO EACH SEMESTER! Failure to do so will delay funding.**

   This applies to ALL Students wishing to use any Military related benefit (State or Federal) at the University of Connecticut.

7. **Guest Students:**
   - Students attending another college or university wanting to take a transfer course at UConn 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/](https://veterans.uconn.edu/benefits/forms/)