



University of Alaska Fairbanks
Office of Financial Aid
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Fairbanks, AK 99775-6360
(907) 474-6391 / (907) 474-1834 fax

VETERAN'S STUDENT CHECKLIST

1. Apply using VONAPP

To access your VA Educational Benefits you must apply with the Department of Veteran's Affairs' Veteran On Line Application (VONAPP):

<http://vabenefits.vba.va.gov/vonapp/main.asp>

Once you apply for your benefits you should receive a Certificate of Eligibility in two weeks to 90 days. **You must submit a copy of this prior to requesting for certification of your benefits.**

2. Apply to the University of Alaska Fairbanks

Apply for Admissions at the University of Alaska Fairbanks. You must be fully admitted into a degree or certificate program prior to requesting certification of your benefits.

3. Register for classes

Register for your classes. Utilize the Advising Center's degree audit worksheets found at www.uaf.edu/advising/degree to determine if your classes fit within your degree program. If your classes are not on the worksheet, be prepared to submit supporting documentation as to how they are required for your graduation.

- Be aware that prior credit earned may transfer in as required or elective credits
- If you have previously taken a class and earned an Incomplete, NB or other non-punitive grade, I am unable to certify it per VA Educational Benefit Regulations
- Audits or Waitlisted Classes will not be approved, unless they turn into a credit class
- If you are taking an Independent Learning Class, you must provide documentation with an advisors signature that indicates the title and course description.

3. Submit a UAF Veteran's Certification Form as soon as you have registered for Classes.

4. Submit the UAF Request for Advance Pay no less than 45 days prior to the semester, if available to your chapter. This is not available for Chapters 1607 or Chapter 33.

5. Self Verify

Once your classes have been certified (you should receive an email), you should receive your payment 3-5 days after the end of the month or after you call and self-verify. Please see [the Self Verification Information Sheet](#). Chapters 31, 33, and 35 do not need to self-verify.

6. Payment Questions

Please check with a Department of Veteran's Affairs Educational Case Manager concerning all payment questions. They can be reached at 1-888-442-4451

7. Benefits Paid Monthly

Please be aware that your VA Educational Benefits are paid out monthly. This means that you will most likely need to make other payment arrangements with the UAF Business Office.

8. FAFSA

Other forms of financial aid might be available to you. Apply for this aid by completing the Free Application for Federal Student Aid (FAFSA)