



New Student Checklist

Financial Aid Office
PO Box 756360
Fairbanks AK 99775
Phone: (907) 474-6391
Fax: (907) 474-7065
E-Mail: uaf-va@alaska.edu
Website: www.uaf.edu/veterans

- ❖ All students must apply for their benefits: Apply using VONAPP
 - To access your VA Educational Benefits you must apply with the Dept. of Veteran's Affairs Veteran On Line Application (VONAPP): <http://vabenefits.vba.va.gov/vonapp/main.asp> please provide a copy of your certificate of eligibility once it is received.
- ❖ Apply to the University of Alaska Fairbanks
 - Apply for Admissions at the University of Alaska Fairbanks. You must be fully admitted into an approved degree or certificate program prior to requesting certification of your benefits. Apply online at www.uaonline.alaska.edu
- ❖ Register for classes
 - Register for all classes you plan to attend **before** requesting certification of your benefits. Utilize the Advising Center's degree audit worksheets found at www.uaf.edu/advising 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 (or they will not be certified).
 - Be aware that prior credit earned may transfer in as required or elective credits. If you have previously taken a class and earned a passing grade I may be unable to certify it per VA Educational Benefit Regulations.
 - Audits or Waitlisted Classes will not be approved, unless they turn into a credit class (you are required to let me know when your class schedule changes).
- ❖ Submit a Certification Request Form (CRF)
 - Once registered for classes email, fax, or turn in person or by mail the Certification Request form.
- ❖ Financial Aid
 - Other forms of financial aid might be available to you. Apply for this aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
- ❖ Paying your bill
 - Please be aware that YOU ARE responsible for paying your bill at the university. If you qualify for the Post 9/11 Bill after you are certified the VA sends money within 3-6 weeks. This means that you will most likely need to make other payment arrangements with the UAF Business Office if your certification is not turned in, in a timely manner.
- ❖ Looking to Transfer the Post 9/11 Chapter 33 benefit?
 - In order to transfer the Post 9/11 bill the sponsor needs to access this link and transfer the benefit: http://www.defense.gov/home/features/2009/0409_gibill/
- ❖ Payment Questions
 - Please contact the Dept. of Veterans Affairs Educational Case Manager concerning all payment questions at 1-888-442-4451.
- ❖ Have you use your GI Bill at another school?
 - If you previously used your GI Bill at another school please complete a VA Change form and turn this in with your certification request form.
- ❖ Self Verify (Chapter 30, 1606 and 1607)
 - Once certified, you receive an email initiated through the Dept. of Veteran Affairs. Remember you must verify your attendance on a monthly basis (please allow 3-5 days for processing). http://www.gibill.va.gov/resources/verify_attendance Review the Self Verification Info Sheet for details. If you are using Chapters 31, 33, and 35 benefits you do not need to self-verify.