



Military and
Veteran Services

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New VA Student Checklist

Step 1: Apply for VA Education Benefits

- To apply for or activate your educational benefits go to www.eBenefits.va.gov
- This site can also be used to transfer benefits to a dependent.
- Submit a copy of your Certificate of Eligibility to the UAF Department of Military and Veteran Services (DMVS).

Step 2: Apply for Admission to the University of Alaska Fairbanks

- You must be fully enrolled as a degree seeking student in order to receive your VA benefits.
- Apply for admission to the University of Alaska Fairbanks.
- Submit required transcripts for admissions to include your military transcripts found at <https://www.airuniversity.af.edu/Barnes/CCAF/> for Air Force Veterans, and <https://jst.doded.mil/smart/signIn.do> for the other branches of service

Step 3: Register for Your Classes

- Set up a time to speak with your advisor to register for all classes you are wanting to take that are required by your degree plan at https://catalog.uaf.edu/programs/#filter=.filter_75/
- Only register for classes that are required by degree plan
- A full time student for an Undergraduate degree is 12 credit hours for Fall and Spring Semesters. For a full Summer Semester here at UAF you will need 8 credit hours.

Step 4: Submit Your Certification Request Form (CRF)

- Every semester you are REQUIRED to submit a CRF if you want the VA to pay for your classes.
- The CRF must be submitted no later than the first day of the class.
- Only classes that are REQUIRED for your degree plan and on Degree Works will be certified by the VA.

- CRF is available online <https://uaf.edu/veterans/educational-benefits/forms.php> or in person at DMVS.

Step 5: Adding or Dropping a Class

- Report course changes: adding, dropping, or withdrawal from a course, and application for graduation; to the DMVS on Certification Adjustment Form found at <https://uaf.edu/veterans/educational-benefits/forms.php>

Step 6: Paying your bill

- Chapter 31 and 33- must submit COE or CRF no later than the 1st day of class, to the UAF DMVS, to have deferred payment for tuition and fees.
- Once VA payment has been applied to the student account, you have 5 days to pay any tuition and fees not covered by the VA.
- Chapter 30 and 35- will follow student standard guidelines for payment and payment arrangements by the fee payment deadline.

Step 7: Changes

- Report all changes: personal info, degree, university, and VA Education benefits to the DMVS on a VA Change Form.

Step 8: Maximize all sources of funding

- Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/sa/fafsa> (recommended but not required)
- UAF Scholarships found at <https://www.uaf.edu/finaid/types-of-aid.php> (recommended but not required)
- A source to research scholarships for students for both veterans and dependents is found at the Fisher House Scholarship finder found at <http://search.militaryscholar.org/>

Step 9: Check your UAF.edu email

- Important time sensitive information will only be sent to your UAF.edu email.