



Student Veteran Services

THE UNIVERSITY OF TEXAS AT AUSTIN

Office of the Dean of Students | Division of Student Affairs

# New Graduate or Law Student Veteran Checklist

## Before you come to Orientation

- Complete the Veterans On Line Application (VONAPP)**

The VONAPP website enables service members, veterans, and their beneficiaries to apply for benefits. The application is located at: <http://vabenefits.vba.va.gov/vonapp/main.asp>

  - Complete the appropriate application for veterans educational benefits through the VONAPP website. NOTE: If you have a pending application, don't use VONAPP to resubmit your claim.
    - Original Application for Post 9/11 GI Bill - VA 22-1990 – For veterans/service members who have never claimed benefits before or are changing educational benefit chapters.
    - Transfer of Institution Form - VA 22-1995 – For veterans or transferees changing institutions.
  - Once application is complete, print the one page Certified Application of Benefits confirmation.
- Complete FAFSA**

Complete the Student Application for Federal Financial Aid form located at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

  - You **ARE** required to report state educational benefits, like the Hazelwood tuition exemption, on the FAFSA.
  - You **ARE NOT** required to report federal educational benefits on the FAFSA, such as Montgomery GI Bill, Post 9/11 GI Bill, Dependent Educational Assistance, and Vocational Rehabilitation.
- Obtain a copy of your DD-214**

If you do not have a copy of your DD-214, you may order it at the following website:

  - <http://www.archives.gov/veterans>

*(Please contact SVS for further assist with obtaining you DD-214)*
- Submit Military Transcripts**

Veterans and Service Members must submit military transcripts. The link is provided below:

  - Army, Navy Marine Corps: <https://jst.doded.mil/smart/signIn.do>
  - Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>
- Update Official Academic Transcripts**

Submit official transcripts for courses that were not completed before being admitted to UT Austin.

  - Send transcripts to:
    - The University of Texas at Austin
    - Office of Admissions
    - Attn: Valerie Attwood
    - PO Box 8058 Austin TX 78713-8058

## Important Documentation to bring with you to Orientation

- DD-214
  - VONAPP Confirmation
  - Copy of VA Certificate of Eligibility for UT Austin (If available)
  - Copy of Military Transcript confirmation

## Orientation

- While Attending Orientation**

Sign up for an official university orientation session through the Graduate School at:  
<http://www.utexas.edu/ogs/current/orientation>

Complete the following tasks during orientation or before the first day of class. Failure may result in dropped classes and/or delayed benefits.

  - Get ID Card: Necessary to conduct financial transactions with the university (Tuition, Benefits, Financial Aid, etc.). First floor of Flawn Academic Center.
  - Meet with Academic Advisor: This is a prerequisite to registering for classes. Ensure that you get a copy of your **Graduate School Degree Plan** or a letter from your academic advisor.
  - Register for Classes: Full time = 9 hours during Fall and Spring semesters. Ensure all classes are towards your degree plan up to 9 hours.
- Degree Plan or Letter from Graduate Advisor**

Have a copy of your graduate school degree plan or a letter from your graduate advisor for the Office of the Registrar.
- Last Semester's Award or Benefit Letter**

Have a copy of last term's Award or Benefit Letter received from the VA for submission to the Registrar's Office if you were enrolled in classes at another institution the previous semester.
- Veteran Educational Benefit Certification**

Once you have completed all of the above, you can certify for benefits at UT Austin.

  - Please visit this website for required actions: <http://registrar.utexas.edu/student/certification-veteran/gi-bill>
- Get your tuition covered**

**Post 9/11 GI Bill users only** once you have registered and turned in your veterans benefit certification to the Office of the Registrar take a copy of your VA Certificate of Eligibility to **Student Accounts Receivable** (MAI 4) to receive tuition coverage. (If you do not have the Certificate of Eligibility for UT Austin, please contact Student Veterans Services for more information).
- Hazlewood Certification**

If you are a veteran or dependent of a veteran and qualify for the Hazlewood exemption, you may be eligible to use both Hazlewood and the GI Bill simultaneously. The Hazlewood Act exempts the tuition and required fees for eligible courses up to 150 credit hours total in Texas public institutions.

If you are planning to utilize federal educational benefits and the Hazlewood exemption simultaneously, please contact Student Veteran Services at [utveterans@austin.utexas.edu](mailto:utveterans@austin.utexas.edu) or 512-232-2835 to verify your eligibility and to receive information on how to apply for Hazlewood benefits at UT Austin.

Hazlewood eligibility and benefit information, as well as forms are available at:  
<http://registrar.utexas.edu/student/certification-veteran/hazlewood>
- Residency Requirements**

Any individual utilizing Federal Military Educational Benefits (G.I. Bill, DEA, Voc Rehab, etc.) is eligible to pay in-state tuition by submitting a copy of your most recent Award Letter or Certification to the UT Residency Office at (512) 475-7391 or GLAC University of Texas at Austin **405 W. 26<sup>th</sup> Street Austin, TX 78705**

### Student Veteran Services

Office of the Dean of Students  
Division of Student Affairs  
The University of Texas at Austin  
512-232-2835

### SVS Mission

Student Veteran Services in the Office of the Dean of Students is dedicated to providing veterans, military personnel and their families with the support needed to make the most of their educational experience.