

www.utrgv.edu/veterans

Veteran and Military Family Members Checklist

(Applies to Chapters 30, 31, 33, 35, and 1606)

1. Apply to The University of Texas Rio Grande Valley

Undergraduate Admission - <https://www.applytexas.org/>

Graduate College - <https://www.utrgv.edu/graduate/>

2. Request Official Transcripts to be sent to UTRGV from institutions previously attended

3. Request Official Military Transcript to be sent to UTRGV Admissions Office.

Note: Does not apply to Military Family Members

[Marines, Army, Navy, or Coast Guard Military Transcript Request](https://jst.doded.mil/smart/signIn.do) - <https://jst.doded.mil/smart/signIn.do>

[Air Force Military Transcript Request](http://www.au.af.mil/au/barnes/ccaf/transcripts.asp) - <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

4. Apply for Educational Benefits - <https://www.va.gov>

You will then receive a CERTIFICATE OF ELIGIBILITY letter from the Department of Veterans Affairs

U.S. Department of Veterans Affairs Phone: (888) 442-4551

5. Out-of-State Military: Intent to Establish Residence in Texas (Military Tuition Waiver/Residency Questionnaire)

6. Required documents needed to be certified for classes:

- Certificate of Eligibility *Note: Does not apply to Chapter 31 students*
- Chapter 31-VA form 28-1905 must be submitted to our office by Voc-Rehab Case Manager
- DD214-MEMBER 4 copy *or* Notice of Basic Eligibility (NOBE) for Chapter 1606
Note: NOBE may be obtained at your unit. Note: Does not apply to Military Family Members
- Review of Military Transcript-Service Credit Agreement *Note: MVSC will review upon certification*
(4 hour kinesiology credit for basic training and advanced/upper level electives)
- Copy of DegreeWorks (can be accessed and printed through ASSIST)
- Advisement Sheet (entering freshmen and transfer students will receive this at orientation and at advisement sessions)

7. Request for Certification: *Request for Certification via www.utrgv.edu/veterans (a request must be submitted every semester)*

Note: Course must be part of an approved degree plan in order to be certified.

Contact our office IMMEDIATELY if:

- ⇒ You make any changes to your schedule after you requested certification.
- ⇒ You drop or are dropped from a course. If you drop a course or were dropped by the department due to a cancelled class, please bring us a letter from the Office of the Registrar stating the date your courses were dropped.

***FAILURE TO CONTACT OUR OFFICE WITH SUCH CHANGES MAY RESULT IN STUDENT HAVING TO REPAY THE DEPARTMENT OF VETERANS AFFAIRS.**

Disclosure of your social security number (SSN) is requested for compliance in reporting to Federal and State agencies. Disclosure is governed by law under Section 6109 of the Internal Revenue Code and Treasury Regulation 301.6109-1(c). It is further governed by the Public Information Act (Chapter 552 of the Texas Government Code) and University policies.