General “Getting Started” Checklist for Veterans or Their Dependents

☐ Determine if the University of Texas at San Antonio offers the academic program, major and degree you intend to earn
  o Undergraduate catalog (http://catalog.utsa.edu/undergraduate/)
  o Graduate catalog (http://catalog.utsa.edu/graduate/)

☐ Apply for admission (http://www.utsa.edu/admissions/index.html) online, explore links on the admissions website to ensure you familiarize yourself with any tests or other requirements that may be part of your application for admission

☐ Apply and schedule to take those examinations. Check for other requirements for your admission
  o Undergraduate (https://future.utsa.edu/admissions/)
  o Graduate (https://graduateschool.utsa.edu/admissions/)

☐ Apply for Financial Aid (https://onestop.utsa.edu/financialaid/apply/)

☐ Apply to the U.S Department of Veterans Affairs for your VA Educational Benefits (https://www.va.gov/education/how-to-apply/)
  o The Veterans Affairs has up to 30 days to make a decision and produce a Certificate of Eligibility
  o Federal Benefits Checklists https://www.utsa.edu/va/certification/forms/# are available on the Veterans Certification Office website

☐ Once you are admitted to the university, contact the appropriate advising office and make an appointment to meet with an academic advisor to discuss and prepare a degree plan (program of study). The degree plan will be your checklist of all courses you will need to complete in order to obtain your degree

  ☐ Find Your Advisor: https://www.utsa.edu/advising/advisor/index.html

☐ Check the new student orientation https://future.utsa.edu/orientation/ schedule for the days and times available. If you are unable to attend an on–campus orientation, select and complete the on-line option for orientation

☐ Check the on-line course schedule https://asap.utsa.edu/pls/prod/xwkschd.P_UTSA_OpenSch to verify which courses are offered for the term in which you will attend UTSA. Remember to select only courses that are required for your degree

☐ Register for courses using ASAP https://asap.utsa.edu/ on-line registration system.

☐ Pay your tuition and fees online or in person at Fiscal Services http://www.utsa.edu/fiscalservices/
  o If you are using Chapter 33 Post 9/11 G.I Bill or Chapter 31 Vocational Rehabilitation make sure you contact the Veterans Certification Office in advance of the payment deadline to make payment arrangements

☐ Once your registration is complete, check in with the Veteran Certification Office to file your request to certify your enrollment to the Veterans Affairs. Find out what other required forms are necessary
  o VACertification@utsa.edu
  o 210-458-4540
  o Main Campus, John Peace Library (JPL) 1.01.14

☐ Be sure to report any changes to your courses or enrollment to the Veterans Certification Office