

## 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
  - **Undergraduate catalog** (<http://catalog.utsa.edu/undergraduate/>)
  - **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
  - **Undergraduate** (<https://future.utsa.edu/admissions/>)
  - **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/>)
  - The Veterans Affairs has up to 30 days to make a decision and produce a **Certificate of Eligibility**
  - 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 is 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](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/>
  - 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
  - [VACertificaion@utsa.edu](mailto:VACertificaion@utsa.edu)
  - 210-458-4540
  - 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