

## 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: <http://www.utsa.edu/academics/>.
- Apply for **admission** (<http://www.utsa.edu/admissions/index.html>). See links below and be sure you familiarize yourself with any test 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 admission:** <http://www.utsa.edu/admissions/undergrad/requirements/index.html>
  - **Graduate admission:** <http://graduateschool.utsa.edu/future-students/>
- Apply for **Financial Aid:** <http://www.utsa.edu/financialaid/>
- Apply to the U.S. Department of Veterans Affairs for your **VA Educational Benefits** <http://www.benefits.va.gov/gibill/apply.asp>
  - It can take up to 8 weeks for the VA to process your application for benefits.
    - **Individual Chapter checklist** are available on the Veteran Certification Office (VCO) website: <https://www.utsa.edu/va/certification/forms/#>.
- Once you are selected for admission to the university, contact the appropriate advising office and make an appointment to meet with an advisor to discuss and prepare a degree plan (program of study). The degree plan is your roadmap for the courses you will need to complete in order to earn a degree.
  - Check the new student **orientation** (<http://www.utsa.edu/orientation/>) schedule for the days and times for orientation. 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 a term in which you will first attend UTSA. Remember to select only courses that are required for your degree.
- Register for classes using **ASAP** (<https://asap.utsa.edu/>) online 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 GI Bill or Chapter 31 Vocational Rehabilitation make sure you contact the VCO well 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 VA. Find out what other **required forms** the VCO needs in order to certify your enrollment: <http://www.utsa.edu/va/certification/files/RequiredCertDocs.pdf>
  - Main Campus – McKinney Humanities Building (MHB) 3.01.26
  - Downtown Campus – Frio Street Building (FS) 1.500
- Be sure to report **any** changes of your enrollment to the VCO on either the Main or Downtown campus.