

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://utsa.edu/ucat/>)
 - **Graduate catalog** (<http://utsa.edu/gcat/>)
- Apply for **admission** (<http://utsa.edu/admissions/index.html>) online, 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 yourself to take those examinations. Check for other requirements for your admission.
 - **Undergraduate** (<http://utsa.edu/admissions/undergrad/requirements/index.html>)
 - **Graduate**
(http://graduateschool.utsa.edu/prospective_students/detail/graduate_admissions_process_and_requirements/)
- 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.gibill.va.gov/apply-for-benefits/>)
 - It can take up to 8 weeks for the VA to process your application for benefits. You may submit a copy of the application to the UTSA Veterans Certification Office **after** you register for classes.
 - **Individual Chapter checklist** (<https://www.utsa.edu/va/certification/forms.html>) are available thru the Veteran Certification Office's (VCO) website
- 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://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) 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/>) on-line registration system.
- Pay your tuition and fees online or in person at **Fiscal Services** (<http://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 U. S. VA. Find out what other **required forms** (<http://utsa.edu/va/certification/files/RequiredCertDocs.pdf>) the VCO needs in order to certify your enrollment.
 - 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 either to the Main or Downtown campus.