



New VA Student Checklist

Financial Aid Office
PO Box 756360
Fairbanks AK 99775
Phone: (907) 474-6391
Fax: (907) 474-7065
E-Mail: uaf-va@alaska.edu
Website: www.uaf.edu/veterans

❖ **Apply for VA Education Benefits**

- To access your VA Educational Benefits you must apply at GIBill.va.gov. This is a separate step from transferring benefits to a dependent, which can be done at http://www.defense.gov/home/features/2009/0409_gibill/
- Provide a copy of your Certificate of Eligibility
- If you previously used your GI Bill at another school, submit a VA Change Form with a copy of your Certificate of Eligibility

❖ **Apply to the University of Alaska Fairbanks**

- Apply for admission at the University of Alaska Fairbanks. You must be fully admitted into an approved degree or certificate program prior to requesting certification of your benefits. Apply online at www.uaf.edu/admissions.

❖ **Register for classes**

- Register for all classes you plan to attend **before** requesting certification of your benefits. Utilize DegreeWorks to determine if your classes fit within your degree program. If your classes are not on your degree audit, they will not be certified unless documentation from department or advisor is provided.
- Be aware that prior credit earned may transfer in as required or elective credits. If you have previously taken a class and earned a passing grade, it cannot be certified per VA Educational Benefit Regulations.

❖ **Submit a Certification Request Form (CRF)**

- Once registered for classes, submit the Certification Request form. This is required every semester and is due before the first day of classes.

❖ **Add or Drop a Class**

- You are required to submit a Certification Adjustment Form each time your schedule changes.
- Once you are added from a waitlist, you need to submit a Certification Adjustment Form.

❖ **Financial Aid**

- Other forms of financial aid might be available to you. Apply for this aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

❖ **Paying your bill**

- You are responsible for paying your bill at the university. If you qualify for the Post 9/11 Bill or Voc Rehab, we will notify the Office of the Bursar that payment is pending for the approved classes.
- Certification Request Forms submitted after the first day of classes may not be processed before the fee payment deadline. You are responsible for making payment arrangements with the Office of the Bursar to avoid late fees and being dropped for non-payment.
- The VA does not pay for dorm fees, meal plans or parking. You are responsible for making payment arrangements with the Office of the Bursar.

❖ **Payment Questions**

- Please contact the Dept. of Veterans Affairs Educational Case Manager concerning all payment questions at 1-888-442-4551.

❖ **Self Verify (Chapter 30, 1606 and 1607)**

- Once certified, you will receive an email initiated through the Dept. of Veteran Affairs. Remember you must verify your attendance on a monthly basis (please allow 3-5 days for processing) at http://www.gibill.va.gov/resources/verify_attendance. Review the Self Verification Info Sheet for details. (If you are using Chapters 31, 33, and 35 benefits you do not need to self-verify.)