Guide for New & Transferring VA Education Benefit Users

Getting Started: First Time VA Education Benefit Users
If you have not used any VA education benefits before you will need to complete these steps:

✓ **Sign up for an EBenefits account**
   
   You can complete the VONAPP and track your benefits online with your eBenefits account. To sign up go to [https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal](https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal).

✓ **Complete the VONAPP**
   
   If you plan on using VA education benefits you will need to activate them with the VA first. You can complete this step before you have applied to UAA. Go to [http://www.vabenefits.vba.va.gov/vonapp/default.asp](http://www.vabenefits.vba.va.gov/vonapp/default.asp) to complete the application to activate your educational benefits with the VA.

Transferring Benefits to UAA
If you have used your VA education benefits at another institution you will need to complete these steps:

✓ **Sign up for an EBenefits account**
   
   You can complete the VONAPP and track your benefits online with your eBenefits account. To sign up go to [https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal](https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal).

✓ **Complete the Request for Change of Place of Training Form**
   
   - Veterans and service members complete the VA 22-1995 form. Dependents using Chapter 35 DEA benefits and those using Chapter 33 Post 9/11 GI Bill transferred benefits complete the VA 22-5495 form.
   - Submit this form directly to UAA after completing the UAA application process; the VA requires institutions to have this form on file for students who have used their benefits at another institution. You can scan and email the form to uaa_veterans@uaa.alaska.edu or drop it off at UAA OneStop([http://www.uaa.alaska.edu/onestop/](http://www.uaa.alaska.edu/onestop/)).
Finishing the process For Both New and Transferring Students
Now that you have either activated or transferred your benefits you will need to complete the rest of the process to get started at UAA:

✓ Apply for admission

- The VA requires that students actively pursue a degree to utilize VA educational benefits.
- You can use your VA benefits for no more than two certifications before completing your admission status and becoming formally admitted into the program.
- Applications are available online at http://uaonline.alaska.edu. Click on “Apply for Admission” if you are a new student or “Login to a Secured Area” if you are a returning student. Call Enrollment Services at 907.786.1480 if you need assistance.
- UAA has two admission pathways: a degree seeking and a non-degree seeking pathway. Degree seeking students are eligible for financial aid; however, non-degree students are not eligible for financial aid. Degree-seeking admissions has a deadline of July 1 for Fall, November 1 for Spring, and May 1 for Summer. If you have missed the deadline to apply for a degree program, you may take classes as a non-degree student and pay for classes out-of-pocket. VA Education Benefits users can use their benefits for two semesters as a non-degree seeking student.

In order to apply as a degree seeking student, you will need

- $40 for Associate degree applications; $50 for Bachelor degree applications (payable via credit or debit card online)
- Official high school, GED, or college transcripts (high school or GED transcripts only if you have less than 30 college credits)
- Test scores: ACCUPLACER, SAT, or ACT
- All transcripts and test scores MUST be official—meaning they must arrive in an envelope sealed by the educational or testing institution. Mail to Enrollment Services, PO Box 141629, Anchorage, AK 99514

✓ Get your University email account

Every student at UAA is issued a username and email account. To find out your username go to the Information Technology Services homepage: www.technology.uaa.alaska.edu, use the username lookup function in the bottom left-hand corner. To access your email account, log on to www.webmail.uaa.alaska.edu. There is an option to forward your UAA emails to your current personal email account. Keep in mind that most UAA professors and staff will send emails only to your UAA email.
Apply for financial aid (if degree seeking)

It is important that you complete the Free Application for Federal Student Aid (FAFSA) form online ASAP—the entire process of submitting the FAFSA and receiving financial aid can take from 8-10 weeks. You will not receive financial aid until you are completely admitted to your degree program.

Below are the steps to applying for financial aid:

1. Complete the FAFSA online at www.fafsa.ed.gov.

   *Apply for a PIN first—you’ll use your PIN to sign the FAFSA application (www.pin.ed.gov)*

You’ll need your taxes from the previous year to complete your FAFSA. For example, for the 2006-2007 school year you will use your 2005 1040, 1040A, or 1040EZ to complete the FAFSA.

If you are not married, have no dependents, are under the age of 24, are not attending graduate school, and are not a veteran of the military, you are considered a “dependent” student and you will be required to submit your parent’s taxes in addition to your own taxes.

Need assistance completing the FAFSA, researching colleges and careers, or understanding higher education financial aid processes? Visit an Alaska Commission on Postsecondary Education Success Center!

   Monday - Thursday
   9:00 a.m. – 12:00 p.m. (Appointment only)
   12:00 p.m. – 5:00 p.m. (Walk-ins)

   Fridays
   9:00 a.m. – 5:00 p.m. (Walk-ins)

The Success Center at UAA One Stop, in the University Center

   Monday-Friday
   11:00 a.m. - 2:00 p.m.

   Toll-free: 800-441-2962, option 4
   Anchorage: 907-269-7980

   http://acpe.alaska.gov/Contact_Us


Most scholarships have a deadline of February 15th for the next Fall semester. Call the Office of Student Financial Aid at 786.1586.
✓ **Apply for on-campus housing (if applicable) ASAP**

Students taking nine or more credits wishing to live on campus are encouraged to apply for housing early—space fills quickly! Apply online at [http://www.uaa.alaska.edu/housing](http://www.uaa.alaska.edu/housing) or call 751.7200. UAA does have a Veteran Living Community. Make sure you declare yourself as a Veteran on your housing application to make sure you are placed with your fellow Veterans!

✓ **Take a placement test**

Before you take a math or English course at UAA, you must first take a placement test. If you have not taken the ACT or SAT tests, you may take the ACCUPLACER test at the university. Please call 786.4500 to learn more about testing walk-in hours. The test is $10 and you may take it twice in a semester. You will be required to show your math or English instructor proof of your test placement on your first day of class. For more information, log on here: [http://www.uaa.alaska.edu/advising-testing/assessment/accuplacer.cfm](http://www.uaa.alaska.edu/advising-testing/assessment/accuplacer.cfm)

✓ **Meet with an Academic Advisor**

- You should meet with your advisor every semester—especially your first semester at UAA. Meeting with a professional within the academic program ensures students are aware of options and constraints.

- This is the time to discuss transferring military credits. Print a [Request for Evaluation of Military Training form](https://jst.doded.mil/), and a copy of your [Joint Services Transcript](https://jst.doded.mil/) and bring these to your advisor for more assistance. You will also need to request an official transcript from JST to be sent to UAA Admissions via email to admissions@uaa.alaska.edu

- For a list of campus advisors, click here: [http://www.uaa.alaska.edu/advising/](http://www.uaa.alaska.edu/advising/). If you are admitted as an undecided student (Bachelor of Arts, undeclared major), call Advising and Testing at 786.4500.

✓ **Register for classes using UAOnline**

- Remember, only the courses that are applicable to your degree program can be certified for VA benefits.

- Registration for courses is done via UAOnline: [http://uaonline.alaska.edu/](http://uaonline.alaska.edu/). You should register for courses early—registration for Fall and Summer semesters opens in April and Spring semester opens in November.

- It is important to become familiar with the layout of campus before you register for classes. For example, it would not be wise to register for two classes 15 minutes apart—one located in the ARTS building, the other located in UC. Additionally, UAA offers courses off campus (Elmendorf Air Force Base, Chugiak High School, Eagle River, and Fort
Richardson)—so make sure that you are registering for classes at the right location.

✓ **Complete your admission file**

Your admission will not be complete until all of your required transcripts, test scores, and supporting documents are submitted. It is important to follow up and ensure they were submitted as you requested. Check back four weeks after your application is submitted to ensure your application is complete. If you are still missing documents when the semester begins, you may still take your courses but you will not receive your financial aid.

✓ **Complete the Request to Start Using VA Educational Benefits at UAA**

Please do not submit this form until you have completed your registration.

http://www.uaa.alaska.edu/financialaid/Veterans/request-to-start-using-vae-benefits-at-uaa.cfm

✓ **Submit a copy of your Certificate of Eligibility from the VA**

You will be certified without this form. However, it will remain a requirement until it is received. You can and email your COE to uaa_veterans@uaa.alaska.edu or drop it off at UAA Onestop. You can also print the education screen from your eBenefits account in place of the COE.

✓ **Get your WolfCard**

Your WolfCard is your identification card for UAA. The initial card is free to current students and provides you with access to many campus facilities and services. The ID card also serves as a debit card (Wolfbucks) that can be used around campus. The WolfCard office is located in the University Center and can be reached at 786.HOWL.

✓ **Attend New Student Orientation**

New Student Orientation helps to map out the resources and processes that students need most. Can’t attend in person? There is an online option! Call 786.1224 or http://www.uaa.alaska.edu/orientation/ for more information.

✓ **Purchase your books**

Textbooks become available in the UAA Bookstore approximately one to two weeks before classes begin. You can research your textbooks ahead of time by viewing the Bookstore website: http://www.uaa.alaska.edu/bookstore/. Don’t wait until the last minute to purchase your books—you can often find used books in excellent condition (used books are cheaper than new books).

✓ **Purchase a parking permit**

UAU does have visitor parking where you can pay by-the-hour. However, it may be cheaper to purchase a parking permit at www.thepermitstore.com. If you have questions, please contact Parking Services at 786.1119.
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✓ Pick up a copy of the Fact Finder Student Handbook

The Fact Finder Handbook provides students with information on all campus resources and services. The publication is free to all students and can be picked up at numerous locations around campus. An online version can be found at http://www.uaa.alaska.edu/deanofstudents/deanofstudentsoffice/uaafactfinder.cfm

✓ Update your address with the University after you arrive at UAA

Once you arrive at UAA it is important to update your address with the university so that you will receive important notices, bills, or other important student information. You can update your information online at http://uaonline.alaska.edu.

Helpful Contacts

UAA One Stop at the University Center Mall
UAA One Stop is your primary source for help with admissions, financial aid, registration, records, veteran’s financial assistance, and international student services.
University Center
3901 Old Seward Highway
https://www.uaa.alaska.edu/onestop/
Email: enroll@uaa.alaska.edu
907-786-1480

Office of Student Veterans Financial Assistance
http://www.uaa.alaska.edu/financialaid/Veterans/
Submit your VA forms and Certificate of Eligibility via email to
Email: UAA_Veterans@uaa.alaska.edu

Military and Veterans Community Resource Center
http://www.uaa.alaska.edu/veterans/
Email: uaa_mvcrc@uaa.alaska.edu
Student Union, Room 102
907.786.6962
Open Monday-Friday, 0830-1630
https://www.facebook.com/UAAMVCRC
https://twitter.com/UAAMVCRC

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