

# Chapter 31- Vocational Rehabilitation Checklist

## **1. Students must apply to Virginia Commonwealth University**

- \_\_\_\_\_ Apply on line at: <http://admissions.vcu.edu/>
- \_\_\_\_\_ Verify domicile for in state tuition (If listed as Out of State contact us at: 804-828-6563)
- \_\_\_\_\_ Financial Aid may be used in conjunction with GI Bill benefits.  
Complete the FAFSA at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## **2. Apply to utilize your GI-Bill benefits at: [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)**

- \_\_\_\_\_ Click on Apply for Benefits (second tab mid page) click on Apply Online
- \_\_\_\_\_ Complete the VONAPP (Veterans On-Line Application) form 28-1900
- \_\_\_\_\_ Provide copy of Member 4 DD-214
- \_\_\_\_\_ Provide VA Form 1905 (Available from your Voc. Rehab. Counselor)

**MUST have this form EVERY SEMESTER in order to be certified**

## **3. Request Previous College Transcripts:**

- \_\_\_\_\_ Send Transcripts to: Admissions  
PO Box 842526  
Richmond, Virginia 23284-2526

\*To Request Your Joint Service Transcript (SMART)  
Go To [jst.doded.mil](http://jst.doded.mil)  
Send Electronically to VCU

## **4. Register for classes/ Submit Online Form/ Meet with an Academic Advisor:**

- \_\_\_\_\_ Register for classes (Only courses which apply to the program graduation requirement can be certified)
- \_\_\_\_\_ Once registered, submit the ONLINE Request for Certification Form at: [go.vcu.edu/militarystudents](http://go.vcu.edu/militarystudents)  
**\*\* This Form MUST be SUBMITTED ONLINE EACH semester! Failure to do so will delay funding \*\***
- \_\_\_\_\_ After submission, visit your academic advisor, have them verify courses, electronically sign and submit the Request for Certification to Military Student Services.

## **5. Transfer Students from Another College:**

- \_\_\_\_\_ Complete the Change of Program Place of Training Form online: form 22-1995
- \_\_\_\_\_ Must provide copy of current Form 1905
- \_\_\_\_\_ Submit new COE with VCU listed as current school of choice.

## **6. Guest Students:**

Students attending another college or university wanting to take a transfer course here at VCU need to provide:

- \_\_\_\_\_ Supplemental letter from the parent school or "Guest/ Parent" letter
- \_\_\_\_\_ Current Form 1905 of college attending
- \_\_\_\_\_ Complete and turn in RFC



**VCU** Strategic Enrollment  
Management  
Military Student Services

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