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

2. Apply to utilize your GI-Bill benefits at: https://www.va.gov/education/how-to-apply/
   ______ Click on Find your education benefits form (select the green box midway down the page).
   ______ 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

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: www.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

---

*To Request Your Joint Service Transcript (SMART)*

Go To https://jst.doded.mil

Send Electronically to VCU

---

Harris Hall, 3rd Floor, Room 3122
1015 Floyd Avenue
P.O. Box 842536
Richmond, Virginia 23284-2536

804-828-6563 | Office
804-827-0096 | Fax
militaryserv@vcu.edu