

CHAPTER 31 VOCATIONAL REHABILITATION

Freshman/First-Year Students (Less than 11 college credits earned after high school)

- Proof of Eligibility** Submit the following:
 - *Electronic Authorization from your VA counselor*
 - *Parking permits, graduation fees, and additional fees should be annotated by your counselor in order to be covered by your benefit*
- DD Form 214**, Member 4 copy or Service 2
- Unofficial Military Transcripts** (See page 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by College Advisor (See page 4 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Transfer Students (+12 Credits earned after High School graduation)

- Proof of Eligibility** Submit the following:
 - *Electronic Authorization from your VA counselor*
 - *Parking permits, graduation fees, and additional fees should be annotated by your counselor in order to be covered by your benefit*
- DD Form 214**, Member 4 copy or Service 2
- Unofficial Military Transcripts** (See page 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by Academic Transfer Advising Center (See page 3 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Graduate/Former/Post-Bacc Students

- Proof of Eligibility** Submit the following:
 - *Electronic Authorization from your VA counselor*
 - *Parking permits, graduation fees, and additional fees should be annotated by your counselor in order to be covered by your benefit*
- DD Form 214**, Member 4 copy or Service 2
- Unofficial Military Transcripts** (See page 2 for instructions)
- Draft Candidate Plan of Study (CPS)** signed by an Academic Advisor (See page 4 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Once you have submitted all documentation, all students must complete the Certification Request Form. This form can be found at www.uhcl.edu/vso under the forms tab.

All documents must be in PDF Format. **Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted.** Cellphone photo's converted to PDF format will not be accepted either.



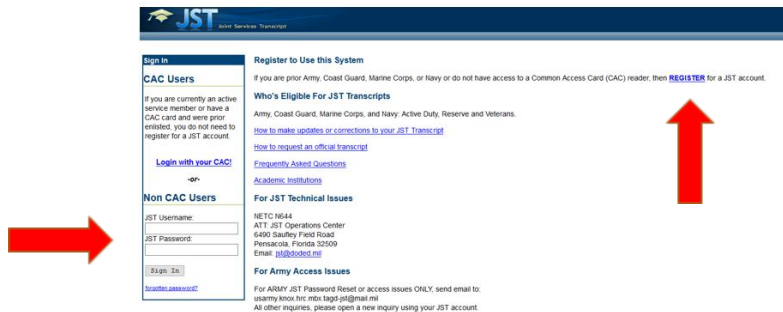
How to download an Unofficial Military Transcript

*except for CCAF (Community College of the Air Force)

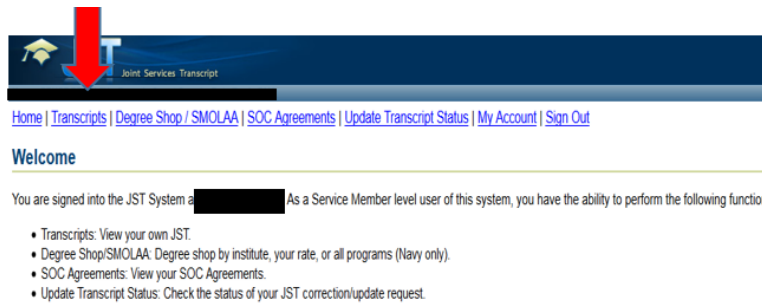
Step 1.) Visit the following website: <https://jst.doded.mil/smart/signIn.do>

Step 2.) Either:

- You will need to register for an account if this is the first time you are accessing your Joint Service Transcript (JST).
- Log into your account under the non CAC users if you have a JST Account.



Step 3.) Once logged into your account access your transcript by clicking the “Transcripts” tab at the top of the page.



Step 4.) Click on the “Transcript” link to view your transcript.



Step 5.) Once your transcript loads, print!

Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either. All documents must be turned in together, at the same time.

How to Obtain a *Draft* Candidate Plan of Study from the Transfer Advising staff

(New Transfer Students only)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

You will receive an email to your personal email from Academic Transfer Advising 3 days after you have been admitted to UHCL which will provide instructions on how to schedule an appointment with a Transfer Advisor using the **Navigate student app** (www.uhcl.edu/eab)

When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.**



Step 3:

During your advising session, the advisor will review your transfer credits, provide guidance on how they are applying toward your degree requirements, and recommend classes for your first semester. Then they will sign your draft degree plan which is referred to as the Candidate Plan of Study (CPS).
(Signed draft degree plans are only authorized for the first semester.)



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

Academic Transfer Advising
281-283-3068 | transfer@uhcl.edu
Student Services & Classroom Building
(SSCB) 1206

How to Obtain a Candidate Plan of Study from the College Advisor

(Freshman/Graduate/Post-Bacc/Former UHCL students)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

All Undergraduate students: Download the **Navigate app** (www.uhcl.edu/eab), and schedule an appointment with your assigned College Advisor.

Graduate students: contact the respective College Advising Office and set up an appointment to meet with an Academic Advisor.

Note: *When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.***

Business	Education
281-283-3110	281-283-3600
Human Sciences and Humanities	Science and Engineering
281-283-3333	281-283-3711



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. **Cellphone photo's converted to PDF format will not be accepted either.**

All documents must be turned in together, at the same time.