

## CHAPTER 1606 RESERVIST EDUCATIONAL ASSISTANCE

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

- Certificate of Eligibility (COE) or eBenefits printout First time VA education applicants must apply by filling out the VA Form 22-1990. You will receive a COE once you have been approved for Chapter 1606 (<http://vabenefits.vba.va.gov/vonapp/>) in appx. 8 weeks
- DD Form 214, Member 4 copy or Service 2
- Draft Candidate Plan of Study (CPS) signed by your College Advisor (See page 3 for instructions)
- Unofficial Military Transcripts (<https://jst.doded.mil/smart/signIn.do>)

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

- Certificate of Eligibility (COE) or eBenefits printout
- VA Form 22-1995 (VON-APP electronic version with confirmation number)
- DD Form 214, Member 4 copy or Service 2
- Draft Candidate Plan of Study (CPS) signed by an Academic Transfer Advisor (See page 2 for instructions)
- Unofficial Military Transcripts (<https://jst.doded.mil/smart/signIn.do>)

#### IMPORTANT:

Once you have submitted all documentation all students must complete the Certification Request Form each semester. The form can be found at:  
[www.uhcl.edu/veteran-services/forms/certification-request](http://www.uhcl.edu/veteran-services/forms/certification-request).

**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.**



University  
of Houston  
Clear Lake

# 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](http://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](mailto: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](http://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.**