

CHAPTER 31 VOCATIONAL REHABILITATION

Freshman/Sophomore Students (0-59 Credits)

- Proof of Eligibility** Submit the following:
 - Two VA Form 22-1905's with eligibility dates for the current/upcoming semester
 - *One must be addressed to UHCL to cover education benefits*
 - *One must be addressed to Barnes and Noble Bookstore to cover books and supplies*
- 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 University Academic Advising Center (See page 3 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Junior/Senior Students (+60 Credits)

- Proof of Eligibility** Submit the following:
 - Two VA Form 22-1905's with eligibility dates for the current/upcoming semester
 - *One must be addressed to UHCL to cover education benefits*
 - *One must be addressed to Barnes and Noble Bookstore to cover books and supplies*
- 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 4 for instructions)
- FINAL STEP:** Once you have collected all of the documents listed above, submit them to the VSO

Graduate Students

- Proof of Eligibility** Submit the following:
 - Two VA Form 22-1905's with eligibility dates for the current/upcoming semester
 - *One must be addressed to UHCL to cover education benefits*
 - *One must be addressed to Barnes and Noble Bookstore to cover books and supplies*
- 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 your Academic Advisor (See page 5 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.



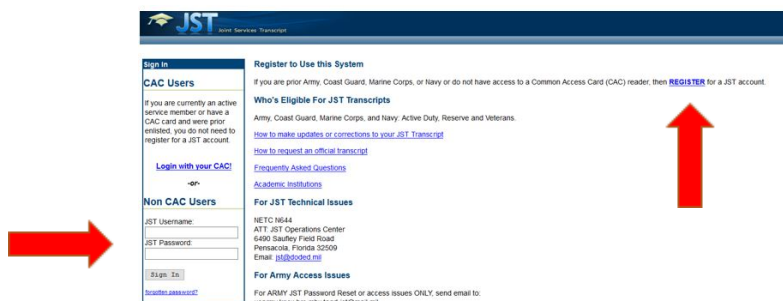
How to download an Unofficial Military Transcript

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

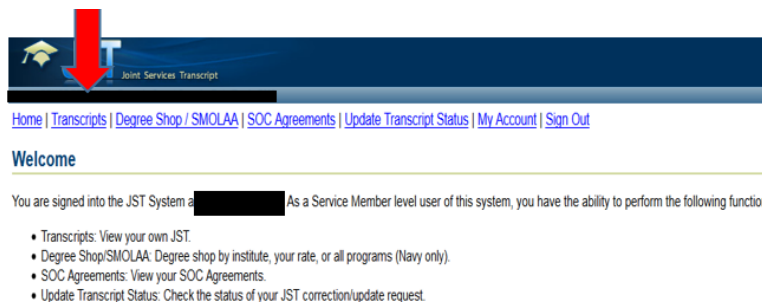
Step 1.) Visit the following website: <https://jst.doded.mil/smart/signIn.do>

Step 2.) Either:

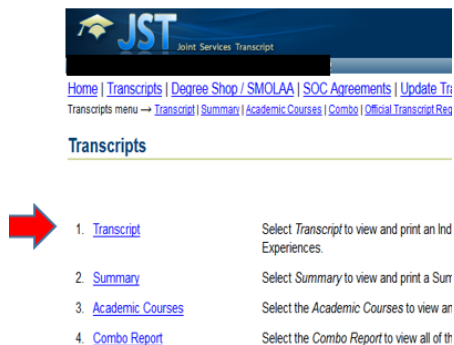
- You will need to register for an account if this is the first time you are accessing your Joint Service Transcript.
- Log into your account under the non CAC users if you have a JST Account.



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*

Freshman/Sophomore only

Freshman (0-29 credit hours)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

Freshmen must register to attend Student Orientation and Registration (SOAR). Register through your E-Services account.



Step 3:

During SOAR, students will meet with their UAAC Advisor, register for classes and receive a signed draft degree plan.

(Signed, draft degree plans are only authorized for the first semester.)

Sophomore (30-59 credit hours)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

You must contact UAAC to schedule an appointment with your advisor to receive your signed draft degree plan. When making your appointment, notify them that you are a military connected student and will need a signed draft degree plan.

(Signed, draft degree plans are only authorized for the first semester.)

University Academic Advising Center

281-283-2087

advisingcenter@uhcl.edu

Bayou Building B1408

2700 Bay Area Blvd, Box 208 Houston, TX 77058

How to Obtain a *Draft* Candidate Plan of Study

Junior/Senior only

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

You will receive a communication from Academic Transfer Advising 5 days after you have been admitted and will be prompted to schedule an appointment for advising.



Step 3:

During your advising session, you can register for classes and will receive a signed draft degree plan.
(Signed draft degree plans were 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 Building 1206

How to Obtain a Candidate Plan of Study

Graduate students only

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

Contact your respective College and set up an appointment to meet with your Academic Advisor. When making your appointment, notify them that you are a military connected student and will need a signed degree plan.

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!