**Documents Required for Veterans using VR&E**

**Chapter 31 Benefits**

**NEW STUDENT:**

1. [Application: Apply online via va.gov](http://www.va.gov) [Careers And Employment | Veterans Affairs (va.gov)](https://www.va.gov/careers-employment/)

-Complete form 28-1900. Meet with your VR&E Counselor for entitlement determination and plan development.

2. Receive authorization from CH31 Counselor:

-Your CH31 Counselor will send the PO authorization to UWF and Follett. Meet with your academic advisor to register for classes.

3. VA Enrollment Certification Form (ECF):

-Complete the ECF, which is available through your [my.uwf.edu](file:///\\VBA.VA.GOV\RO\MGY\User\VRERBAIS\Documents\UWF\my.uwf.edu) account, after registering for classes and upgrading your account to full access. You **MUST** complete the ECF every semester you wish to use benefits after registering for classes.

4. Waivers:

-If you are a non-Florida resident and living in the State of Florida, your residency status will be changed to temporary resident by the Registrar’s Office once we receive the documentation from your CH31 counselor and the VSOC adds your name to the CH31 in-state residency list.

5. Parking Permit:

-Your parking permit is paid for by the VA. Once your classes have been certified by our office, the VSOC adds your name to the parking permit list. You can then proceed to Parking Services in Bldg. 20W, Room 151 to get your permit. You will need to provide the make, model and tag # of your vehicle.

6. Tuition, books and supplies:

-The VA pays for tuition, fees, books, and supplies. Once we certify your classes, you will be able to get your books from the UWF bookstore. If you have not been provided with the bookstore procedures, please see the VSOC.

**Documents Required for Veterans using VR&E**

**Chapter 31 Benefits**

**TRANSFER STUDENT:**

1. Receive authorization from CH31 Counselor:

-Your CH31 Counselor will send the PO authorization to UWF and Follett. Meet with your academic advisor to register for classes.

2. VA Enrollment Certification Form (ECF):

-Complete the ECF, which is available through your [my.uwf.edu](file:///\\VBA.VA.GOV\RO\MGY\User\VRERBAIS\Documents\UWF\my.uwf.edu) account, after registering for classes and upgrading your account to full access. You **MUST** complete the ECF every semester you wish to use benefits after registering for classes.

3. Waivers:

-If you are a non-Florida resident and living in the State of Florida, your residency status will be changed to temporary resident by the Registrar’s Office once we receive the documentation from your CH31 counselor and the VSOC adds your name to the CH31 in-state residency list.

4. Parking Permit:

-Your parking permit is paid for by the VA. Once your classes have been certified by our office, the VSOC adds your name to the parking permit list. You can then proceed to Parking Services in Bldg. 20W, Room 151 to get your permit. You will need to provide the make, model and tag # of your vehicle.

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-The VA pays for tuition, fees, books, and supplies. Once we certify your classes, you will be able to get your books from the UWF bookstore. If you have not been provided with the bookstore procedures, please see the VSOC.