



Welcome to the University of Hawaii at Hilo! The Registrar's Office is committed to helping veterans and their family members in utilizing Veterans Educational Benefits that have been earned through the military service. This checklist is to help guide and assist the student through the admission, enrollment, and course certification processes.

**Apply for admission to the University of Hawaii at Hilo**

- Complete the Admissions Application online at <https://hilo.hawaii.edu/admissions/apply.php> or by printing the application and returning it to the UH Hilo Admissions Office
- You may submit your Admissions Application by the following ways:
  - Email: [uhhadm@hawaii.edu](mailto:uhhadm@hawaii.edu)
  - Fax: 808-932-7459
  - Mail: University of Hawaii at Hilo  
Office of Admissions  
200 West Kawili Street  
Hilo, Hawaii 96720-4091

UH Hilo Admissions Application Deadlines:	
Fall Semester	Spring Semester
- General Students: July 1 <sup>st</sup>	- General Students: December 1 <sup>st</sup>
- F-1 Students: June 1 <sup>st</sup>	- F-1 Students: November 1 <sup>st</sup>
- International Exchange: March 1 <sup>st</sup>	- International Exchange: October 1 <sup>st</sup>

**Request official transcripts of all prior education and your SAT/ACT score be sent to the UH Hilo Office of Admissions**

- Requesting your military transcripts:
  - Navy, Marines, Army & Coast Guard: <https://jst.doded.mil/official.html>
  - Air Force: Call 334-649-5066 or <https://www.airuniversity.af.edu/Barnes/CCAF/>
- Requesting prior post-secondary education transcripts:
  - Community College: \_\_\_\_\_
  - Universities: \_\_\_\_\_
- Requesting high school transcripts: *(Only required if you have less than 24 college credits)*
  - Name of high school: \_\_\_\_\_
- Requesting SAT/ ACT scores:
  - SAT scores log on to <https://collegeboard.org>
  - ACT scores log on to [www.actstudent.org](http://www.actstudent.org)
- Official transcripts and test scores can be submitted to the Office of Admissions by mail or dropped off at the office in person. *(See Admission Office contact information above)*

**Take Placement Exams (if required)**

- A placement exam for Writing, Math and Chemistry may be required prior to registration. *(See course pre-requisites for requirements)*
- For more information regarding placement exams visit [hilo.hawaii.edu/kilohana/placements.php](http://hilo.hawaii.edu/kilohana/placements.php)

**Submit the Free Application for Federal Student Aid (FAFSA)**

- To be considered for any type of financial aid at UH Hilo, students must complete and submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Contact the UH Hilo Financial Aid Office for more information
  - Phone: 808-932-7449
  - Email: [uhhfao@hawaii.edu](mailto:uhhfao@hawaii.edu)
  - Address: University of Hawaii at Hilo  
Financial Aid Office  
200 West Kawili Street  
Hilo, Hawaii 96720-4091
  - Website: [hilo.hawaii.edu/financialaid/](http://hilo.hawaii.edu/financialaid/)

**Submit a copy of your DD-214 (Member Copy-4) to the Office of the Registrar**

- Contact the UH Hilo Office of the Registrar for more information
  - Phone: 808-932-7447
  - Email: [uhhro@hawaii.edu](mailto:uhhro@hawaii.edu)
  - Address: University of Hawaii at Hilo  
Office of the Registrar  
200 West Kawili Street  
Hilo, Hawaii 96720-4091
  - Website: [hilo.hawaii.edu/registrar/](http://hilo.hawaii.edu/registrar/)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



# Student Veteran Education Checklist

## Apply for Veterans Educational Benefits

- Complete the appropriate application online through the following site:
  - eBenefits: <https://www.ebenefits.va.gov>
  - New Students: (Students who have not used VA educational benefits before)
    - Chapter 33(Post 9/11) and Chapter 30 (Montgomery GI Bill®)
      - Complete VA Form 22-1990
    - Chapter 33 (Post 9/11 - Transfer to Dependents)
      - Complete VA Form 22-1990E
    - Chapter 1606 (MGIB-SR)
      - Complete VA Form 22-1990
    - Chapter 35 (Dependents Educational Assistance)
      - Complete VA Form 22-5495
  - Transfer students: (Students who have used VA educational benefits at a prior IHL)
    - Chapter 30, 33, and 1606
      - Complete VA Form 22-1995
    - Chapter 35
      - Complete VA Form 22-5495
- Guest Students:
  - Provide a copy of your COE and parent letter from your home school to the Office of the Registrar
- Once obtained, submit a copy of your Certificate of Eligibility (COE) or eBenefits to the Office of the Registrar
- \* For assistance with the GI GI Bill® contact the VA at 1-888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov)

## Contact your academic advisor

- Phone: 808-932-7776      Email: [uhadvis@hawaii.edu](mailto:uhadvis@hawaii.edu)      Fax: 808-932-7775
- Website: <https://hilo.hawaii.edu/~advising/>
- Your academic advisor will help assist you in selecting appropriate classes for your degree plan

**Note: The Registrar's Office verifies all courses to ensure the course will count towards your degree plan prior to certification. This is done in addition to your academic advisors verification of your course registration.**

## Register for classes

- Register for classes online through your STAR student account
- Conduct a course audit on STAR to ensure course count towards degree

**NOTE: The VA will only pay for courses that count towards your undergraduate or graduate degree-seeking program, minor, or subject certificate. VA benefits do not apply towards non-degree seeking students. It is the student's responsibility to only register for required courses. The student is responsible to pay any tuition/fees that are not paid for by the VA.**

## Complete a Veteran Enrollment Certification Request

- Once you have registered for classes, complete your certification request form
- This form **MUST** be completed every semester you wish to utilize VA educational benefits
- You can obtain a copy of this form from the Registrar's Office or online at [hilo.hawaii.edu/registrar/forms.php](http://hilo.hawaii.edu/registrar/forms.php)

**NOTE: Your VA educational benefits WILL be delayed if you do not provide the Registrar's Office with this form every semester.**

## Submit your Veteran Enrollment Certification Request

- Ensure your Veteran Enrollment Certification Request is signed by your academic advisor and yourself
- Submit the completed form to the Office of the Registrar, 1st floor, Student Services Center

## Buy or rent required textbooks

## Attend classes

- Satisfactory academic progress is required by all VA educational benefit recipients
- Unsatisfactory academic progress (i.e. academic probation, academic dismissal) is reported to the VA

**NOTE: This WILL affect your benefits and possible cause an overpayment debt to be generated by the VA, in which the recipient is responsible to repay.**