

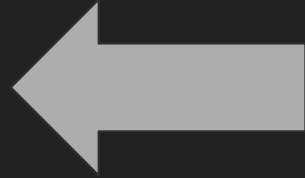
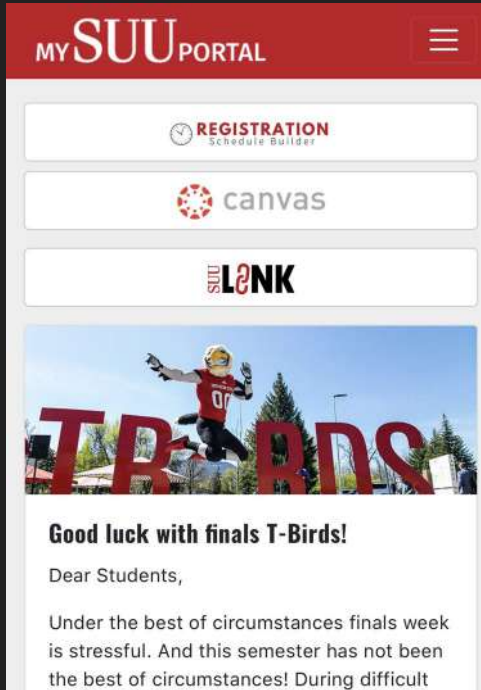
Southern Utah University Veterans Resource Center

How to Guide

- Certifying for Classes
- Accessing the “Getting Started” page
 - Residency Application

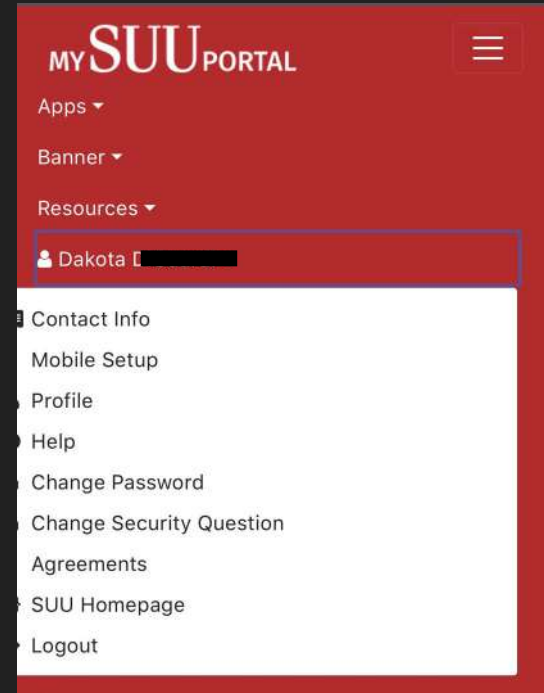
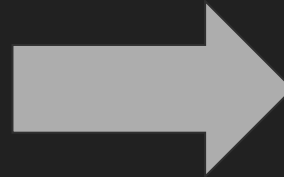
How to Request Certification

Step by Step Instructions on Certifying for Classes



STEP 1
Log into your SUU portal,
click on the three lines in
the top right corner

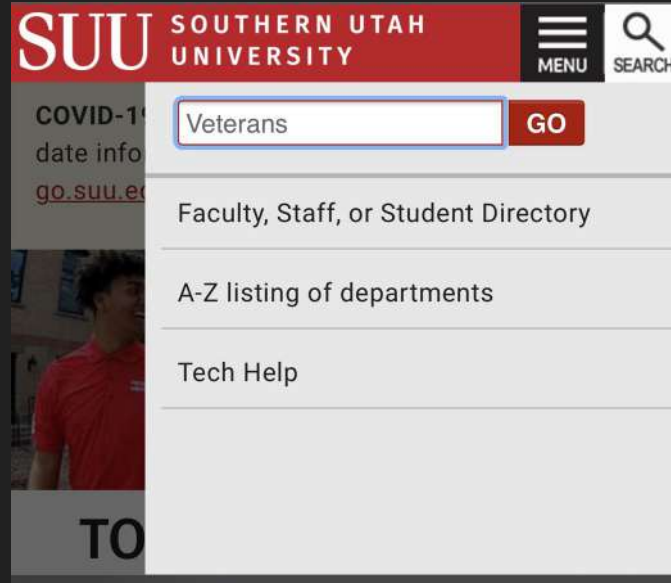
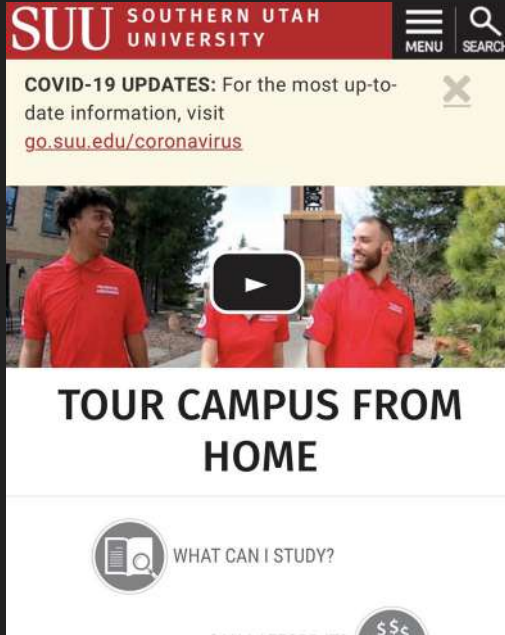
STEP 2
Click on SUU
Homepage



Step by Step Instructions on Certifying for Classes

STEP 3

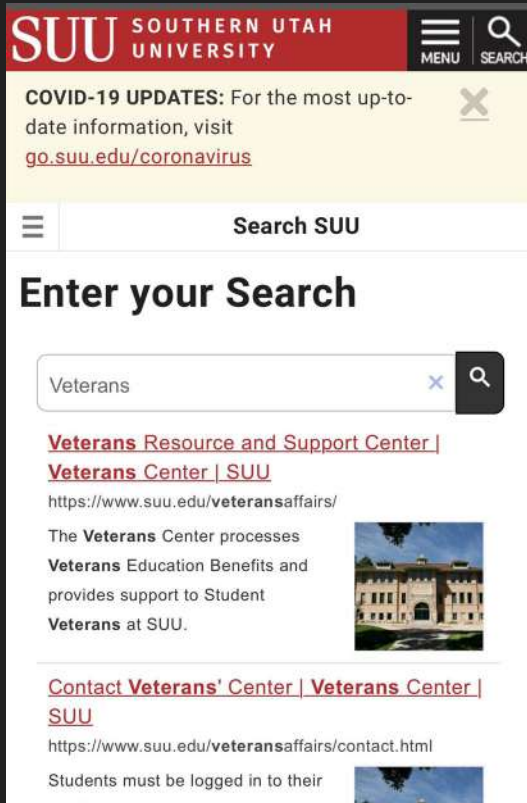
Click the magnifying Glass labeled “search”



STEP 4

Type in the word Veterans

Step by Step Instructions on Certifying for Classes



STEP 5
Click on
Veterans
Resources



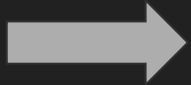
STEP 6
Click the top three
bars in the top
right of the page



STEP 7
Click on
Request
Certification

Step by Step Instructions on Certifying for Classes

STEP 8
Select
New Application



STEP 9
Review personal
information, if
correct, select Yes.



MY SUU PORTAL

Veterans Certification

Contact Information

T01085608


Dakota [REDACTED] i
[REDACTED]

Cedar City, UT [REDACTED]

Phone: Telephone object ([REDACTED])

Email: [REDACTED]

Is this contact information correct?

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Step by Step Instructions on Certifying for Classes

STEP 10
Review personal information, if correct select Yes.

MY SUU PORTAL

Veterans Certification

Degree Information

Resident: Yes

Program Level: Undergraduate - Semester

Department: Family Life & Human Develop

Major: Family Life & Human Develop

Minor: Criminal Justice

Catalog year: Spring Semester 2020

Is this degree information correct?

Yes No Back

STEP 11
Review information and answer the questions. Select submit once you are finished

MY SUU PORTAL

Veteran Application

Are you a dependent using someone else's post 9/11 G.I. Bill?

No

Are you requesting a cost summary? (Used for GoArmyEd STA or FTA)

No

Is this first time you have applied for certification?

No

What military branch are you affiliated with?

Marines

In addition to the GI Bill, will you also be using State Military Tuition Assistance/Waiver through your branch of service? If so what state?

Are you using Vetgap? (For students who need additional funds in their final year of school)

No

Are you a purple heart recipient?

No

What certification type are you going to utilize?

Chapter 33 Post 9/11

Submit Back

Step by Step Instructions on Certifying for Classes

STEP 12

Make sure you are on courses for the semester you would like to certify for



MY SUU PORTAL

Veteran Application

Please check the box next to each course you would like the VA to certify.

Courses for Summer Semester 2020

Subject	Course	CRN	Section	
MATH	1040 - Statistics	20470	01	<input checked="" type="checkbox"/>
FLHD	2400 - Marriage and Family Relations	20583	301	<input checked="" type="checkbox"/>
FLHD	2700 - Cnsmrsm & Emly Fin in Amer Soc	20584	301	<input checked="" type="checkbox"/>
FLHD	3700 - Principles/Effective Parenting	20588	301	<input checked="" type="checkbox"/>
FLHD	4300 - Human Sexuality	20591	301	<input checked="" type="checkbox"/>

* Remedial courses (0900 and lower) must be pre-approved with the Veterans Center before applying for aid.

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STEP 13

Your courses for the selected semester will pop up. Check each box for the courses you would like the VA to pay for.



STEP 14

Once finished with step 13, select submit.



NOTE if you don't see a course it is because you are not registered for it. If you plan on registering for the course after you certify you will have to complete this entire process again. We advise that you wait until you have all your courses and to certify.

Step by Step Instructions on Certifying for Classes

I am required to report any changes and the class attendance to the SUU Veterans Center.

If I do not attend one or more classes, I must notify the SUU Veterans Center.

I understand submitting my class schedule only enables the SUU Veterans Center to request books and housing stipends from Veterans Affairs. I understand that money for tuition and fees can only be requested from Veterans Affairs after:

- All requested documentation is on file.
- All correspondence inserting educational benefits all responded to in a promptly manner.

Any additional information you would like to be sent with your application.

In this box, you can indicate why you didn't select a class for certification. This could be because the VA will not pay for it because it is not in your Degree plan. Or you can just leave a quick note for our certifying official!

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STEP 15

Read this information and check each box after.

STEP 16

This box is used to notify the certifying official of additional information you may have. An example would be explaining why you didn't check a box for the VA to pay for. Another example would be a specific reason why you recertified.

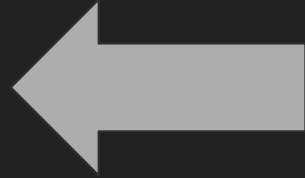
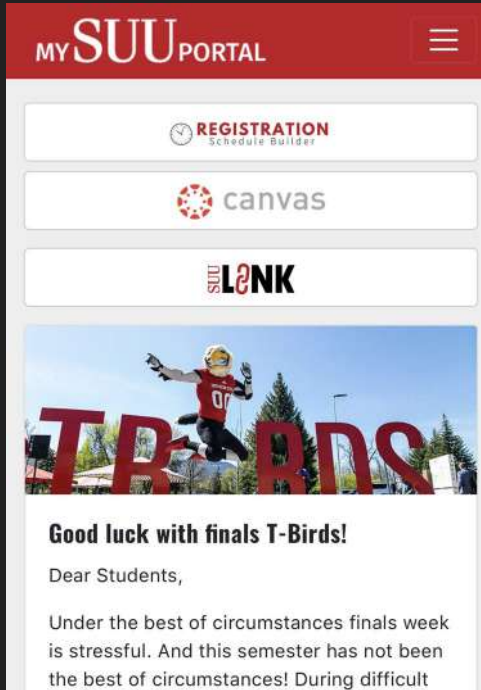
CLICK SUBMIT ONCE DONE

NOTE: Once the certifying official has reviewed your certification and sent it to the VA you will receive an email.

NOTE: Once the VA has reviewed and processed your certification, you will get a letter in the mail.

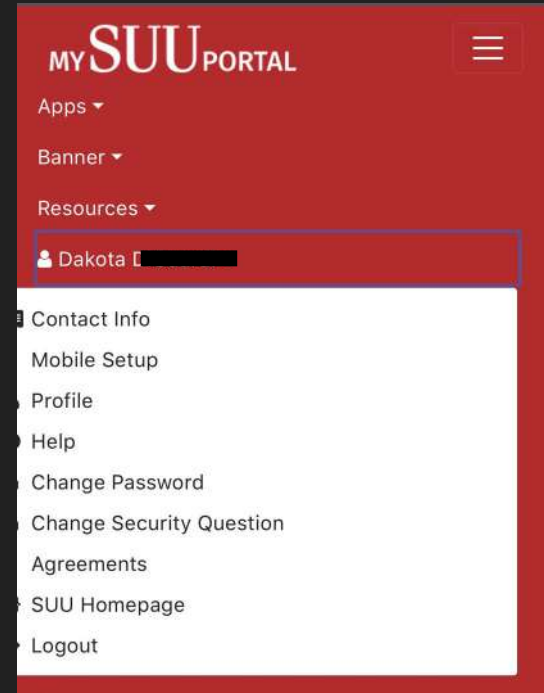
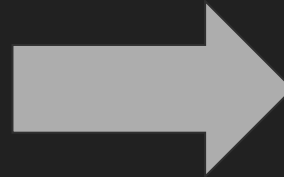
Accessing the “Getting Started” Page

Step by Step Accessing the Getting Started Page



STEP 1
Log into your SUU portal,
click on the three lines in
the top right corner

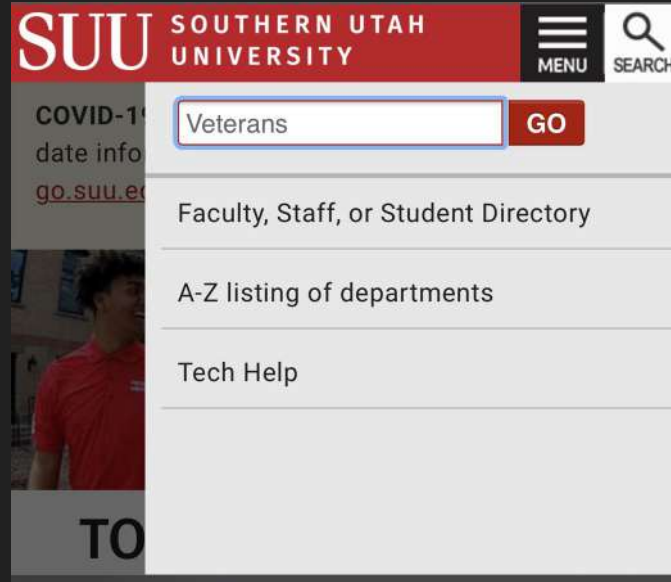
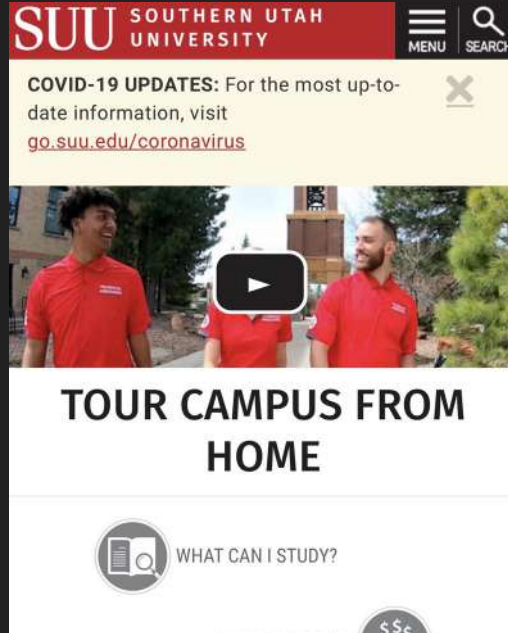
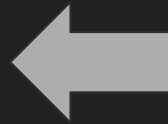
STEP 2
Click on SUU
Homepage



Step by Step Accessing the Getting Started Page

STEP 3

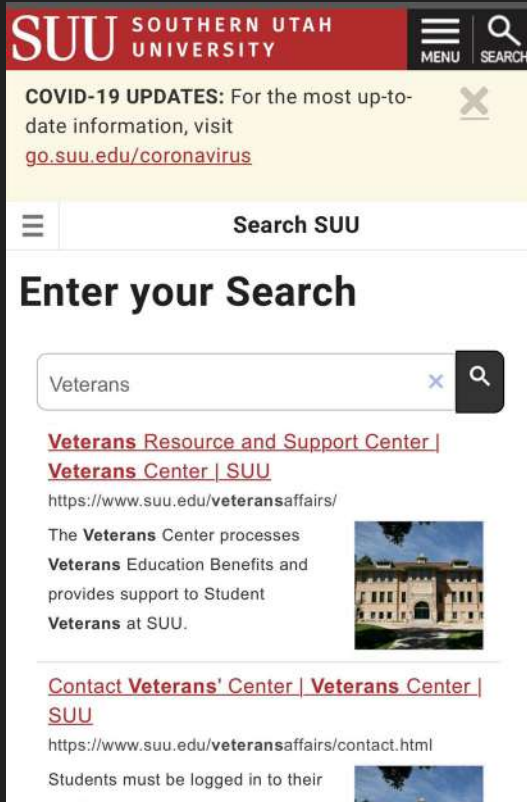
Click the magnifying Glass labeled "search"



STEP 4

Type in the word Veterans

Step by Step Accessing the Getting Started Page



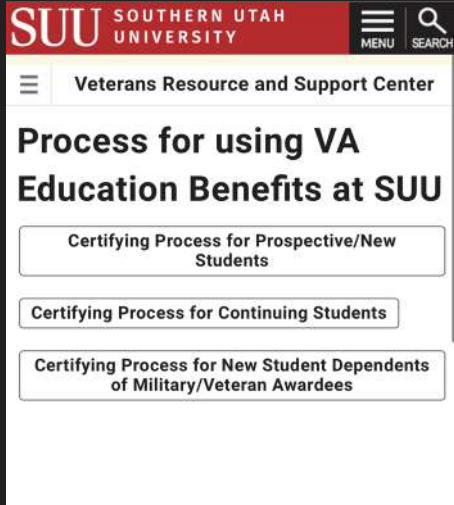
STEP 5
Click on
Veterans
Resources



STEP 6
Click the top three
bars in the top
right of the page

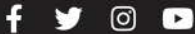
STEP 7
Click on
Getting Started

Step by Step Accessing the Getting Started Page



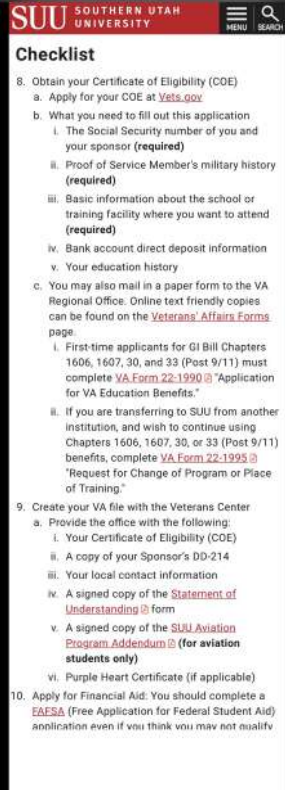
STEP 8

Depending on where you fall you will click on the perspective tab. For example; if you are a veteran using your benefits you would select the first link, "Certifying for prospective students/New Students."



ACADEMICS

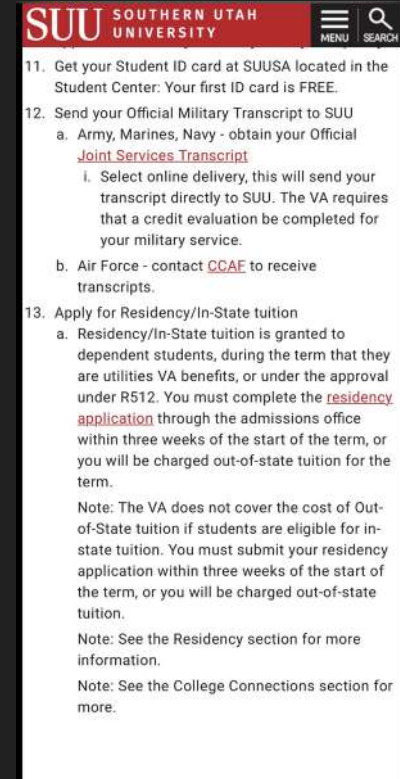
Step by Step Accessing the Getting Started Page



SUU SOUTHERN UTAH UNIVERSITY MENU SEARCH

Checklist

8. Obtain your Certificate of Eligibility (COE)
 - a. Apply for your COE at [Vets.gov](#)
 - b. What you need to fill out this application
 - i. The Social Security number of you and your sponsor **(required)**
 - ii. Proof of Service Member's military history **(required)**
 - iii. Basic information about the school or training facility where you want to attend **(required)**
 - iv. Bank account direct deposit information
 - v. Your education history
 - c. You may also mail in a paper form to the VA Regional Office. Online text friendly copies can be found on the [Veterans' Affairs Forms](#) page.
 - i. First-time applicants for GI Bill Chapters 1606, 1607, 30, and 33 (Post 9/11) must complete [VA Form 22-1990](#) "Application for VA Education Benefits."
 - ii. If you are transferring to SUU from another institution, and wish to continue using Chapters 1606, 1607, 30, or 33 (Post 9/11) benefits, complete [VA Form 22-1995](#) "Request for Change of Program or Place of Training."
9. Create your VA file with the Veterans Center
 - a. Provide the office with the following:
 - i. Your Certificate of Eligibility (COE)
 - ii. A copy of your Sponsor's DD-214
 - iii. Your local contact information
 - iv. A signed copy of the [Statement of Understanding](#) form
 - v. A signed copy of the [SUU Aviation Program Addendum](#) (for aviation students only)
 - vi. Purple Heart Certificate (if applicable)
10. Apply for Financial Aid: You should complete a [FAFSA](#) (Free Application for Federal Student Aid) application even if you think you may not qualify



SUU SOUTHERN UTAH UNIVERSITY MENU SEARCH

11. Get your Student ID card at SUUSA located in the Student Center: Your first ID card is FREE.
12. Send your Official Military Transcript to SUU
 - a. Army, Marines, Navy - obtain your Official [Joint Services Transcript](#)
 - i. Select online delivery, this will send your transcript directly to SUU. The VA requires that a credit evaluation be completed for your military service.
 - b. Air Force - contact [CCAF](#) to receive transcripts.
13. Apply for Residency/In-State tuition
 - a. Residency/In-State tuition is granted to dependent students, during the term that they are utilizing VA benefits, or under the approval under R512. You must complete the [residency application](#) through the admissions office within three weeks of the start of the term, or you will be charged out-of-state tuition for the term.

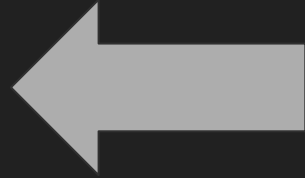
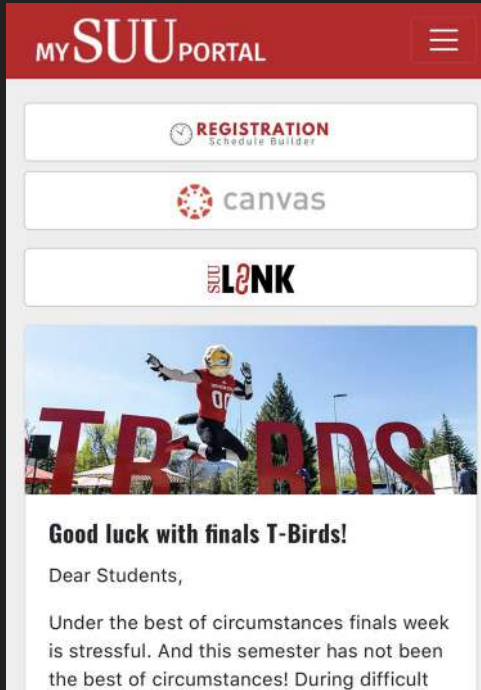
Note: The VA does not cover the cost of Out-of-State tuition if students are eligible for in-state tuition. You must submit your residency application within three weeks of the start of the term, or you will be charged out-of-state tuition.

Note: See the Residency section for more information.

Note: See the College Connections section for more.

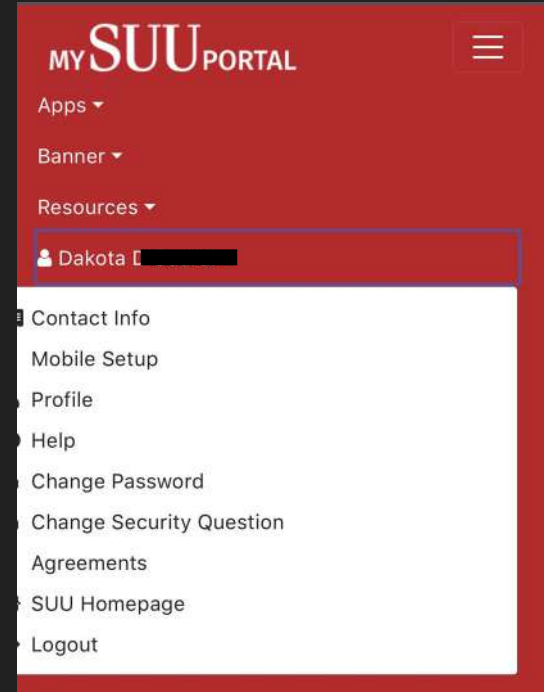
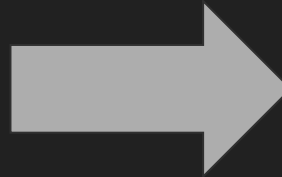
How to Fill Out the Residency Application

How to Fill Out the Residency Application



STEP 1
Log into your SUU portal,
click on the three lines in
the top right corner

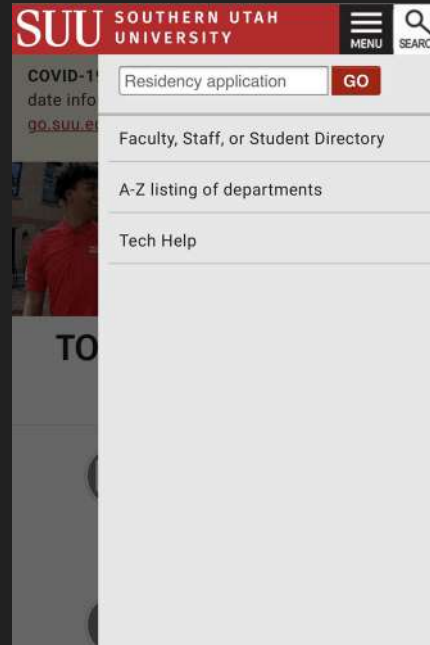
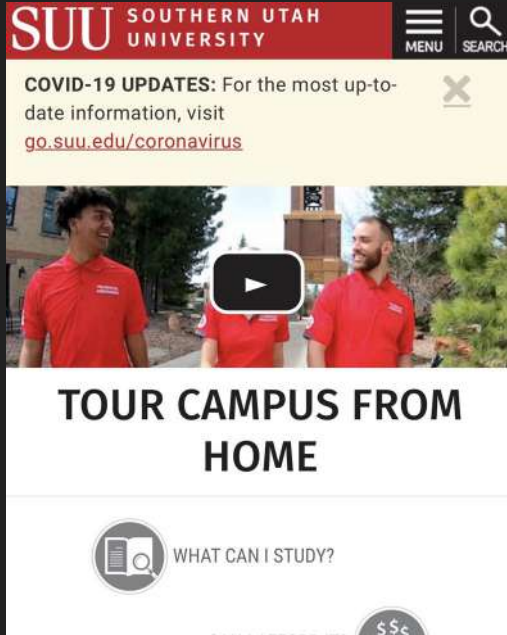
STEP 2
Click on SUU
Homepage



How to Fill Out the Residency Application

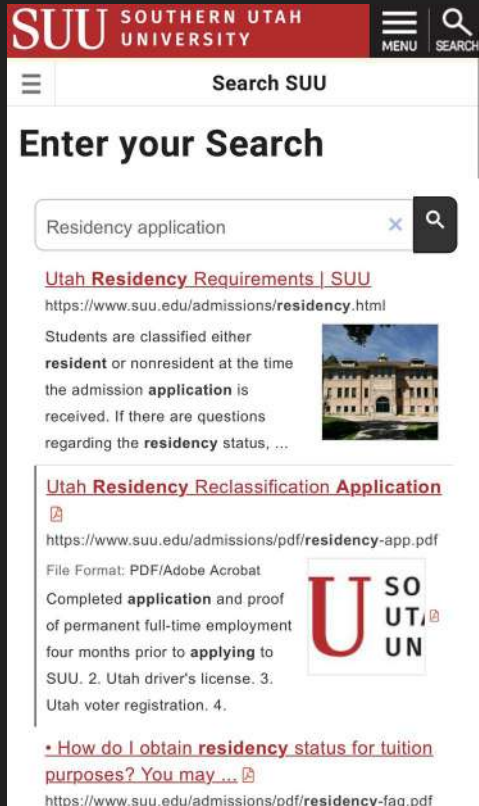
STEP 3

Click the magnifying Glass labeled “search”



STEP 4
Type in
Residency
Application

How to Fill Out the Residency Application



SUU SOUTHERN UTAH UNIVERSITY

Search SUU

Enter your Search

Residency application

[Utah Residency Requirements | SUU](https://www.suu.edu/admissions/residency.html)
https://www.suu.edu/admissions/residency.html

Students are classified either **resident** or nonresident at the time the admission **application** is received. If there are questions regarding the **residency** status, ...

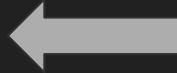
[Utah Residency Reclassification Application](https://www.suu.edu/admissions/pdf/residency-app.pdf)
https://www.suu.edu/admissions/pdf/residency-app.pdf

File Format: PDF/Adobe Acrobat

Completed **application** and proof of permanent full-time employment four months prior to **applying** to SUU. 2. Utah driver's license. 3. Utah voter registration. 4.

• [How do I obtain residency status for tuition purposes? You may ...](https://www.suu.edu/admissions/pdf/residency-faq.pdf)

https://www.suu.edu/admissions/pdf/residency-faq.pdf



STEP 6
Click on "Utah Residency Requirements"



SUU SOUTHERN UTAH UNIVERSITY

Admissions

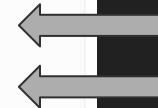
Utah Residency Requirements

The following information and flow chart has been provided to assist you in understanding the residency law as passed by the Utah Legislature in May, 2007.

[Utah System of Higher Education Residency Information](#)

- [Residency Flow Chart](#)
- [Residency Brochure](#)
- [Frequently Asked Questions](#)
- [Printable Residency Application](#)
- [Electronic Residency Application](#)

Residency status for tuition purposes is determined by the Admissions Office. Students are classified either resident or nonresident at the time the admission application is received. If there are



STEP 7
You can either Fill it out electronically or click on Printable Residency application

How to Fill Out the Residency Application



APPLICATION FOR RESIDENT CLASSIFICATION

SUU SOUTHERN UTAH UNIVERSITY

Utah System of Higher Education
Southern Utah University • Admissions Office
315 W. University Blvd • Cedar City, Utah 84701 • (435) 566-7740

INSTRUCTIONS: Read these criteria for tuition purposes as defined by Utah State law. Please read and carefully consider all questions before attempting to answer any of them. Supplementary information and/or documentation that may have a bearing on the student's determination are required and must be submitted with the application. All requests for resident classification are processed in the order in which they are received. You must be admitted and/or permitted to enroll for the semester in which to apply for resident status. Please allow at least two weeks for action on your application. You will be notified by email if additional information is needed in no case a decision is reached concerning your eligibility.

NOTE: Applications are accepted for review after August 1st for Fall Semester and December 1st for Spring Semester and before the 15th day of the semester you are requesting a residency change. Applications submitted prior to 15 days after the start of the semester may not be considered for the current academic term. General questions may be directed to the SUU Admissions Office. Final decisions are made by the SUU Residency Office. If you have questions about residency, please email residence@suu.edu

Every question must be answered completely on the application may not be processed in a timely manner.

Indicate how you are trying to qualify:

<input type="checkbox"/> Completed high school (contains records of physical progress in Utah and financial independence)	<input type="checkbox"/> Dependent on a Utah resident
<input type="checkbox"/> Marriage to a Utah resident	<input type="checkbox"/> Military veteran or dependent of a military veteran
<input type="checkbox"/> Possession of Utah driver's license	<input type="checkbox"/> Active duty military or dependent, or National Guard
	<input type="checkbox"/> Other _____

SEMESTER AND YEAR FOR WHICH APPLICATION IS SUBMITTED:

1. Full Name: _____ SUU Student ID: _____

2. Student's Physical Address

City: _____ State: _____ Zip: _____ (Area Code & Telephone Number)

Final Address

3. Student's Mailing Address (if different from parents' address)

City: _____ State: _____ Zip: _____ (Area Code & Telephone Number)

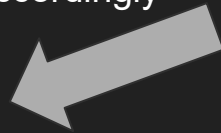
4. Age in years and months _____ Date of birth _____ Place of birth _____

5. Since what date have you continuously lived in Utah? (month and year) _____

6. Did you come to Utah primarily to attend a college or university? YES NO If yes, explain _____

FOR OFFICE USE ONLY			
Initial Application		Appeal Application	
Classified _____	Date _____	Classified _____	Date _____
Effective _____	Semester, 20 _____	Effective _____	Semester, 20 _____
Signature _____	Signature _____	Signature _____	Signature _____
Research/revision date _____	Research/revision date _____	Research/revision date _____	Research/revision date _____
Revised _____	Revised _____	Revised _____	Revised _____

STEP 8
Follow along with the application & fill out accordingly



➤ Active duty military personnel stationed in Utah, including Utah National Guard, **REFERRED** (Note: no application is required):

2 of 5 ID for military personnel and dependent (if the dependent is not) Recent orders showing the assignment to Utah OR Additional criteria on reclassification form

➤ Military Veteran serving 180 days or more with an honorable or general discharge:

REQUIRED:

1. Completed application
2. Copy of DD 214
3. At least **one** of the following:
 - a. Student's Utah driver's license
 - b. Student's Utah voter registration
 - c. Student's Utah vehicle
 - d. Utah employment
 - e. Utah lease agreement with veteran's name and Utah address
 - f. Utility bills shown veteran's name and Utah address

OR

➤ Dependent of a veteran who separated from the military within five years of the start of the semester:

REQUIRED:

1. Completed application
2. Copy of parent/guardian DD 214 showing the separation date
3. At least **one** of the following:
 - a. Student's Utah driver's license
 - b. Student's Utah voter registration
 - c. Student's Utah vehicle
 - d. Utah employment
 - e. Utah lease agreement with veteran's name and Utah address
 - f. Utility bills shown veteran's name and Utah address

OR

➤ Other criteria as outlined in R512.

NOTE: Verification of financial independence showing that you are not claimed as a dependent on the tax returns of a resident of Utah is required for reclassification applicants using the 12 month rule.

- * If you are single and 23 years of age or younger, provide a copy of the first two pages of your federal tax return year prior to the academic year for which you wish to qualify for resident student status.
- * If you did not file a federal return, provide a copy of the first two pages of your parent(s) federal tax return year prior to the academic year for which you wish to qualify for resident tuition.

** Western Undergraduate Waiver (WUE) recipients will not be eligible to apply for residency reclassification for the current academic year. (Exceptions are: marriage to a Utah resident, joining the Utah National Guard, or parents are Utah residents.)*

** Annual Legacy scholarship recipients may be reclassified after meeting the one year or other criteria as listed above.*

Adverse rulings may be appealed by submitting a written request to the Residency Appeals Committee. The Committee's examination of the issues presented and shall make a final determination of the resident status. Appeals may be given 15 days to submit to the Committee.

Verification for the 12 Month General Rule

Applicants for reclassification under the 12 month general rule have the responsibility to prove that you have physically continuous months without absences totaling more than 29 weekdays. Some suggestions for verification may include, but are not limited to, all of the following:

- School attendance. Transcripts will be used for this method.
- Employment history (pay stubs or letter from employer – must state clearly that the employment has been continuous). Pay stubs will be reviewed for hours worked each pay period. Part time employment may require depending on the hours worked or statement from the employer.
- Bank statements with the student's name showing continuous activity in Utah three or four times each week.
- Cell phone records showing origination of calls in Utah three or four weekdays each week.
- Gov membership and official work web log.

NOTE
ON the Application there are checklists varying from case to case. If you are the veteran follow along with that checklist. If you are the military dependent follow along with that checklist.

7. Have you ever registered to vote in a Utah district? YES NO When did you last vote in Utah? _____

8. Do you have a driver's license? YES NO State? _____ Date of issue? _____
If Utah, list driver's license number and expiration date: _____

9. Do you have a motor vehicle available for your use? YES NO Owner: _____

How to Fill Out the Residency Application

STEP 9

Turn in your application as well as they required documents from the perspective checklist on the applications to the admissions office which is located in the student center

