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.
Step by Step Instructions on Certifying for Classes

**STEP 10**
Review personal information, if correct select Yes.

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

**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.

**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 14**
Once finished with step 13, select submit.
Step by Step Instructions on Certifying for Classes

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

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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.”
Step by Step Accessing the Getting Started Page

**STEP 9**
If you selected the first link this page will pop up with your checklist. Follow each step accordingly.
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

STEP 6
Click on “Utah Residency Requirements”

STEP 7
You can either Fill it out electronically or click on Printable Residency application
How to Fill Out the Residency Application

STEP 8
Follow along with the application & fill out accordingly

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.
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.