



Veterans Support Center

Union Bldg. Rm. 161

801-587-7722 • vetcenter@sa.utah.edu • <http://veteranscenter.utah.edu/>

Deployment Checklist

Understand your options	
<p>The first step is to carefully and thoroughly consider what is best for you. The Notification of Military Activation details these options.</p>	<input type="checkbox"/> Understand your options. <input type="checkbox"/> Begin the conversation with your professors.
<ul style="list-style-type: none"> Students who choose to withdraw or to have class(es) deleted should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, veteran benefits, etc., which may require evidence on the academic record of course completions and/or enrollments. 	
Registration	
<p>After you've talked with your professors and come to a decision ... do the proper paperwork.</p>	<input type="checkbox"/> Complete Notification of Military Activation
<p>If you do not attend school within a year, you are required to reapply unless you've requested a leave of absence.</p>	<input type="checkbox"/> Complete Undergraduate Leave of Absence or <input type="checkbox"/> Complete Graduate Leave of Absence
<p>Keep Veteran Services in the loop.</p>	<input type="checkbox"/> Notify Veteran Services of your deployment via email. <input type="checkbox"/> Attach copy of your orders.
<input type="checkbox"/> Submit forms, orders, and explanation to: Veterans Services Student Services Bldg. Window 10 801-581-6945 • vetservices@utah.edu • http://registrar.utah.edu/veteran/	
Education Benefits	
<p>GI Bill</p>	<input type="checkbox"/> Notify Veterans Services when you'll stop using the GI Bill. vetservices@utah.edu *Be sure to include your name and Uid.
<p>Tuition Assistance</p>	<input type="checkbox"/> Notify Income Accounting of deployment <input type="checkbox"/> Attach copy of your orders. <input type="checkbox"/> Follow up regarding any pending issues/actions. Income Accounting Student Services Bldg. Rm. 165 801-581-4277 • income@utah.edu • http://fbs.admin.utah.edu/income/
Financial Aid	
<p>If you are receiving financial aid, contact the financial aid office about possible implications.</p> <p>*Be sure to mention your military deployment.</p>	<input type="checkbox"/> Meet with financial aid advisor. Financial Aid Student Services Bldg. Rm. 105 801-581-6211 • financialaid@sa.utah.edu http://financialaid.utah.edu/
Set yourself up for Success	
<p>Don't forget to keep a copy for your own records.</p>	<input type="checkbox"/> Copy completed forms for your records.
<p>Your Umail is where official email will be sent.</p>	<input type="checkbox"/> Check your Umail regularly.