



Veterans Support Center

Union Bldg, Rm. 418

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

Deployment Checklist

Understand your options	
The first step is to carefully and thoroughly consider what is best for you. The Notification of Military Activation details these options.	<input type="checkbox"/> Understand your options. <input type="checkbox"/> Begin the conversation with your professors.
Students who choose to withdraw or to have classes 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	
Once you have talked with your professors and decided what to do, do the proper paperwork.	<input type="checkbox"/> Complete Notification of Military Activation
If you do not attend school again within a year, you will be required to reapply unless you requested a leave of absence.	<input type="checkbox"/> Complete Undergraduate Leave of Absence <input type="checkbox"/> or <input type="checkbox"/> Complete Graduate Leave of Absence
Keep the Registrar's School Certifying Officers (SCOs) informed.	<input type="checkbox"/> Notify the SCOs via the email address below. <input type="checkbox"/> Attach copy of your orders.
<input type="checkbox"/> Submit forms, orders, and explanation to: Registrar's School Certifying Officers Veterans Support Center, Union Bldg, Rm 418 801-581-6945 • vetservices@utah.edu • http://registrar.utah.edu/veteran/	
Education Benefits	
GI Bill	<input type="checkbox"/> Notify the SCOs when you'll stop using the GI Bill. vetservices@utah.edu Be sure to include your name and Uid.
Tuition Assistance	<input type="checkbox"/> Notify Income Accounting of your 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	
If you are receiving financial aid, contact the financial aid office about possible implications. Be sure to mention your military deployment.	<input type="checkbox"/> Meet with a 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	
Don't forget to keep a copy for your own records.	<input type="checkbox"/> Copy completed forms for your records.
Your Umail is where official email will be sent.	<input type="checkbox"/> Check your Umail regularly.