

University of Hawai'i Maui College – Counseling Department

310 West Ka'ahumanu Avenue • Kahului, HI 96732 • Phone:(808) 984-3306 • Fax: (808) 984-3872

STUDENT INSTRUCTIONS:

1. To be certified for Veterans Benefits, the Department of Veterans Affairs must be informed of your previous college course work or training.
 - a. Request official transcripts, including ACE transcripts, from all previous colleges with the exception of the University of Hawai'i. The transcripts should be sent directly to UHMC Office of Admission and Records, 310 West Ka'ahumanu Avenue, Kahului, HI 96732. Call to (808) 984-3267 to verify that the transcripts have arrived.
 - b. Contact the UHMC Counseling Office, (808) 984-3306, to schedule a transcript evaluation appointment. An official transcript evaluation must be completed before you can be certified for VA benefits beyond your second semester of enrollment. Transcript evaluations may take approximately a semester to complete.
2. Schedule an appointment with a counselor for your current or intended major, if applicable, to select the courses you plan to take for the semester.
3. Register, pay required tuition, and list the courses in the "ACADEMIC COURSE INFORMATION" section. The University of Hawaii Maui College campus code is **MAU**, Hawai'i CC (HAW), Honolulu CC (HON), Kapi'olani CC (KAP), Kaua'i CC (KAU), Leeward CC (LEE), Windward CC (WIN), UH Hilo (HIL), UH Mānoa (MAN), UH West O'ahu (WOA).
4. Complete the Academic Advising for Veterans Benefits Certification Form on the other side. This form is to be completed by the student after registering & paying for classes. Submit this form to your counselor/adviser.

IMPORTANT NOTICE

DURING THE SEMESTER, IF YOU NEED TO ADD/DROP A COURSE PLEASE CONTACT ADMISSIONS AND RECORDS AT (808) 984-3267.

Report ALL changes in enrollment (including the date a class was dropped or attendance was stopped) and Change of Address and Change of Name (Marriage, Divorce, etc.) to the Admissions & Records Office.

Full time - 12 credits or more. **IF YOU DROP BELOW FULL-TIME, YOU MAY BE REQUIRED TO PAY BACK VA FUNDS FOR BAH, BOOK STIPEND, AND TUITION AND FEES.**

All grades will be reported to Veteran's Affairs every semester. This may impact current and future VA educational benefits. For further information regarding your benefits please call the Education and Training Toll Free number at 1-888-442-4551.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE.

Student's Signature

Date

****YOU MUST COMPLETE BOTH SIDES EVERY SEMESTER****