

# Veterans Academic Resource Center

## USING CHAPTER 31 (Vocational Rehabilitation) BENEFITS at UCF

1. **Make sure that you have Contacted your Vocational Rehabilitation Counselor:** Discuss Employment Plan with them. Make sure that they are aware that you want to attend UCF and that they include it in your plan. Discuss what they need from you.
2. **Apply and Get Accepted into UCF:** Contact Lorine Cisch-Taylor ([Lorine.Cisch-Taylor@ucf.edu](mailto:Lorine.Cisch-Taylor@ucf.edu)) for assistance with this process. If you have already applied, go on to the next step. If you need an Unofficial Degree Audit review for your counselor, please contact Lorine.
3. **Attend a UCF Transfer Orientation (Undergraduate Degree seeking):** Once you are accepted into UCF, they will send you an email asking you to sign up for an Orientation session.
  - o If you are going to do an all Online Program—this orientation will be Virtual. Once you have completed it and signed up for classes, please go to: <https://varc.sdes.ucf.edu/>, Benefits and Forms, What Forms Do I Need (chart, pg. 2), top row—second column. Print Checklist, Read and Initial each line, sign, date. Fill out the VSC-31, print, sign, date. FAX both to the VARC (the number is on the VSC-31 form)
  - o If you are doing a Traditional Program—the orientation will be face to face. You should begin your day here at the VARC with us. We will go over all of the services that are available for you here at the VARC, get your UCF ID picture taken, and go over all of the paperwork you need for certification. You will sign up for classes during this orientation, and you will return to the VARC to complete your Certification on that day.
4. **Contact your counselor to ensure your 1905 gets emailed to the VARC:** Be sure that your counselor knows when you are planning to attend classes—do not assume that they know. We suggest you contact them at least 2-4 weeks before you plan to register and certify with us here at UCF. Your Vocational Rehabilitation counselor is responsible for sending your 1905 form (the form you will use to get books and parking passes) to our VA certifying official here at UCF. Your counselor can send the 1905 to this email: [Lorine.Cisch-Taylor@ucf.edu](mailto:Lorine.Cisch-Taylor@ucf.edu).
5. **You cannot Use the 1905 until you have Certified your hours with the VARC:** Once you have Certified your hours, the VA Certifying Official will process your certification. This means that they will check to ensure that all of your documentation and your 1905 are current and accurate, and then will enter the information into the VA computer system. A signed copy of the 1905 will then be emailed to your Knights email ONLY. This should take 3-5 business days from the date of your Certification AS LONG AS the documents are all accurate and up to date.
6. **Print the Signed 1905:** To get your books, supplies, and parking permit here at UCF, you will print out the 1905 and take the copies to the correct office or bookstore. The VARC staff cannot make changes to the 1905 voucher; if you are in need of an additional supply or item that is not listed on the voucher, you are responsible for contacting your Voc Rehab counselor to make that request. If your counselor approves the request, they will need to send our office an updated 1905 voucher.
7. **You need to certify your hours at the VARC EVERY semester you plan to use Chapter 31 benefits:** your voc rehab counselor does NOT do this process for you! We do not do it automatically. You can come in Mon-Fri from 9am-5pm, or fax in your certification form to 407-823-5879. The fax is on 24/7. Please call 407-823-2707 to ensure we received it. DO NOT email us Forms. This is for YOUR protection! Please Certify as **EARLY** as POSSIBLE!! **YOU MUST CERTIFY by the Friday of the first week of classes BEFORE 5pm to receive a Tuition Deferral!!** (this is the end of the add/drop period). This does not change.
8. **Interested in accommodations or knowing what tools may be available for you to use at UCF?** Please contact our accommodations specialist at: [Lorine.Cisch-Taylor@ucf.edu](mailto:Lorine.Cisch-Taylor@ucf.edu) to schedule an appointment.