

# Veterans Academic Resource Center

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

- **Contact 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.
- **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.
- **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.
  - 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)
  - 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, give you an opportunity to meet the staff, get your UCF ID picture taken, and go over all of the paperwork you need for certification.
- **Attend your College/Department Orientation (Graduate Degree seeking) {if they have one}:** Once you are signed up for classes for the semester, as soon as you can, please come to the VARC to do Certification paperwork.
- **1905:** Your Vocational Rehabilitation counselor is responsible for sending your 1905 form (the form you use to get books and parking passes) to our VA certifying official. Be sure that your counselor knows you are planning to attend classes for the semester- do not “assume” they know. **Contact your counselor and ensure your 1905 gets emailed to the VARC.** We suggest you do this at least 2-4 weeks before you plan to certify. Your counselor can send the 1905 to this email: [Lorine.Cisch-Taylor@ucf.edu](mailto:Lorine.Cisch-Taylor@ucf.edu)
- **You cannot Use the 1905 until you have Certified your hours with the VARC:** After you certify, if we have a valid 1905 from the counselor, we will process it and Sign it. We will then email it your Knights email ONLY. You will then Print the completed 1905 for the purposes of getting your books, supplies, and parking permit. 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 the updated 1905 voucher.

- **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! And 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!!
- **Tuition Deferred: YOU MUST CERTIFY by the Friday of the first week of classes BEFORE 5pm!!** (this is the end of the add/drop period). This does not change.
- **You cannot receive the 1905 until you certify your hours here at the VARC.** Once you do certify, you need to give us **2-3 business days** to prepare the 1905. Your voucher will then be emailed to your official Knights email account that you listed on your certification form, so please be sure you type the email address correctly on your form. You are responsible for printing off copies of the form and presenting them to the bookstore and parking services in order to obtain those services.
- **Certify as early as possible.** We begin accepting certifications approximately **60 days** before each semester, including summer. Preparing ahead will ensure you get everything you need in a timely manner and set you up for success here at UCF! Be sure to “like” us on Facebook or follow us on Twitter for the most up-to-date information. Our website also has up-to-date information on dates: <http://varc.sdes.ucf.edu/>
- **Interested in accommodations or knowing what tools may be available for you to use at UCF?** Please contact Lorine Cisch-Taylor, our accommodations specialist at: [Lorine.Cisch-Taylor@ucf.edu](mailto:Lorine.Cisch-Taylor@ucf.edu) to schedule an appointment.
- **Interested in academic advising or career counseling?** Contact Lorine Cish-Taylor at: [lorine.cisch-taylor@ucf.edu](mailto:lorine.cisch-taylor@ucf.edu) with questions.