

CHAPTER 31 – Vocational Rehabilitation

(Must be evaluated and accepted into the program by the Vocational Rehabilitation Office)

Forms Checklist

VA Form 1905 – Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification Status.

This form is sent directly to us from the Voc Rehab office (usually in Dallas but can be from anywhere in the country) and states the student’s degree/certification program.

Once the 1905 is received from the Voc Rehab office:

VAAP – Collin Veterans Application (previously known as the Veterans Information Sheet.) **Give the student the second page.** It is the policy and procedures students must follow to continue to be eligible as well as their SAP policy. By signing the application, the student is saying they have read and understand the attached policies.

The following three items are only needed if the student is working on a degree/certificate (as the final goal) from Collin. Look at the 1905 to see the program student is approved for or if they will be a “guest student” (meaning they are actually working on prereqs or courses towards a bachelor’s degree.)

Degree plan request – Only have Chapter 31’s fill this out if they are working on a degree or certificate program here at Collin (final goal.) Many are working on bachelor’s degrees and so we do not need this. Look on the 1905 for the program.

Students MUST fill out the entire top section of the degree request form per Admissions.

DD214 – Member 4 copy ONLY. (AKA the long copy – shows type of discharge.) Only need if student is getting degree/certificate from Collin.

Official academic transcripts from **all previously attended colleges, universities, trade schools, tech schools**, etc. This is REQUIRED before any evaluation of a degree plan will be performed and before any certification will be done. These are submitted to the Admissions office, not our office, and must be official.