



Priority Registration Instructions

UNDERGRADUATE student veterans using VA or Hazlewood education benefits are automatically enrolled for priority registration at The University of Texas at Dallas.

Only student veterans not using benefits need to submit the Priority Registration Form with proof of military service. Once service has been verified, students will automatically receive priority registration for the semesters following submission.

At UT Dallas, the order for registration typically is as follows:
Seniors, Priority Groups, Juniors, Sophomores, Freshmen.



Priority Registration Form

A student veteran is defined as:

- a) Student has served in the United States Armed Forces, including a reserve component and the National Guard
- b) Student was discharged or released from such service with a condition other than dishonorable.
- c) Student is currently affiliated with the military (Active Duty, National Guard, Reserve)

Proof of military service is required. Examples include:

- a) DD Form 214 (Member 4 copy): Certificate of Release or Discharge from Active Duty
- b) Texas DPS issued driver license with VETERAN designation
- c) Military identification card / Retired Military identification card
- d) NGB 22 / 22A - National Guard report of separation and record of service
- e) Reserve Credit Report and "Discharge Order & Point Summary"

Materials may be submitted in person, via e-mail, via fax, or via postal mail to:

Military and Veteran Center
University of Texas at Dallas
800 W. Campbell Rd, SSA19
Richardson, TX 75080-3021
Fax: 972-883-4400

Email attachment to veterans@utdallas.edu with the social security number redacted.

Please include the following information with your proof of military service so that we can match your documents to your student record.

Name: _____ UTD Student ID: _____

UTD Email: _____@utdallas.edu Phone number: _____

Term admitted to UT Dallas: Fall 20____ Spring 20____ Summer 20____

Once your veteran status has been verified by the MVC, an entry will be made in the University's student information system assigning you to the undergraduate student veteran group. The Registrar's Office will announce your registration appointment in Galaxy. For additional information or assistance, call 972-883-4913, M-F, 8:00 a.m. – 5:00 p.m. and ask to speak with a staff member handling priority registration.