

Request for Certification for Educational Benefits

GCSU Registrar's Office – VA Educational Benefits

**To request certification of your enrollment to the VA for your educational benefits, email this completed form to your School Certifying Official:
Ana Edwards at ana.edwards@gcsu.edu**

Submit this form only once per semester when you are ready for the School Certifying Officials to submit your early/initial enrollment certification to the VA for the upcoming semester. Early certifications can begin as early as 30 days prior to the beginning of the semester. If this is the first time using benefits at GCSU or you have a change in benefits, include the Certificate of Eligibility letter from the VA with this form.

I acknowledge the following (please initial):

____ I have registered for classes and my schedule is “mostly” set for the upcoming semester.

____ I have verified all classes meet degree requirements (DegreeWorks) and understand that classes not required for my degree will not be certified, nor will repeats of degree-satisfying grades.

____ Any changes I make to my schedule after I submit this request form will be reviewed/certified after drop/add ends; changes will not be reflected on my first VA payment of the term.

Select only one semester per request form.

Semester and Year Requesting Certification: ☐ Fall ☐ Spring ☐ Summer Year: _____

Name: _____ Beneficiary Type: ☐ Veteran/Active ☐ Dependent

(Please print)

Student ID#: _____ Degree: _____ Major: _____

Benefit Chapter that I am requesting to receive benefits under:

Please reference what is listed on your Certificate of Eligibility from the VA (does not apply to CH. 31 VR&E)

- ____ Chapter 33 - Post-9/11
- ____ Chapter 30 - MGIB-AD (Active Duty) Are you currently on active duty? ☐ Yes ☐ No
- ____ Chapter 1606 - MGIB-SR (Selected Reserves)
- ____ Chapter 31 – VR&E; VR&E Counselor Name: _____
- ____ Chapter 35 - Dependents' Educational Assistance

Is this a change in benefit chapter from your previous certification/benefit use at GCSU? ☐ No ☐ Yes

If yes, you must also include (attach) a copy of your Certificate of Eligibility for the new benefit with this request or, if changing to Ch. 31 VR&E, an authorization must be submitted by your VR&E Counselor.

Are you **repeating** any courses this semester? ☐ No ☐ Yes If yes, list the course/s: _____

Are you taking a **transient course** this semester? If yes, where? _____

List the courses: _____

I agree to report any enrollment changes to the VA Certifying Official. I certify that the above information is correct, and I authorize and request GCSU to use this to confirm my enrollment to VA. I understand that it is my responsibility to notify the GCSU Certifying Official if any changes are made (drop/add/withdrawals/changes to major/degree). I understand that I am responsible for confirming that all payments due to the university are paid. I am responsible for reimbursing the VA for any overpayment made by the VA.

Student Signature: _____ Date: _____

Email this completed and signed form to your School Certifying Official from your GCSU Bobcat student email as a PDF attachment to Ana Edwards, ana.edwards@gcsu.edu.