Welcome all student Veterans, Service Members, and Dependents!

Veterans, Service Members, and Dependents who want to use their federal VA educational benefits while enrolled at Chico State must submit an online Educational Benefit Certification Request process each term of enrollment.

If this is your first time certifying at Chico State and you have not already provided copies of the below documents to our office, have these documents ready to attach:

1. Certificate of release or discharge from active duty (DD214 Member 4)
2. Department of Veterans Affairs certificate of eligibility correspondence/letter
3. If applicable, Request for Change of Program or Place of Training Form (VA Form 22-1995)
4. If applicable, Dependents Request for Change of Program or Place of Training, Form (VA Form 22-5495, DEA Ch. 35)

Please visit our website below if you have any questions regarding these documents.

**Helpful Website Links:**

- Office of Veterans Affairs (OVA)
- US Department of Veterans Affairs

**Regular Office Hours:**

Monday to Friday: 8:00 AM to 5:00 PM
Summer Hours:
Monday to Thursday: 8:00 AM to 5:00 PM

---

You will now be directed to the

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST
4) Select **Term** and complete the required fields (*) from the dropdown menus

![Dropdown menus for term and institution information](image)

**Institution**
- California State Univ, Chico

**Term**
- Fall 2019

5) Select **Initiate Request**

6) Add **Attachments** (e.g. Certificate of Eligibility, Cal Vet) (.pdf format only)

7) Select **Classes** to certify

![Class schedule for Fall 2019](image)

**My Class Schedule - Fall 2019**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat#</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
<th>Withdrawal Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 122</td>
<td>01</td>
<td>Intermediate Design</td>
<td>3.00</td>
<td>Enrolled</td>
<td>04/24/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS 325</td>
<td>01</td>
<td>Intermediate Drawing</td>
<td>3.00</td>
<td>Dropped</td>
<td>04/25/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS 326</td>
<td>01</td>
<td>Intermediate Life Drawing</td>
<td>3.00</td>
<td>Enrolled</td>
<td>04/24/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 337W</td>
<td>03</td>
<td>Philosophy of Race (W)</td>
<td>3.00</td>
<td>Enrolled</td>
<td>09/06/19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8) You must **Read and Acknowledge** the following statements and select that you understand and agree to the conditions.

![Acknowledgement text](image)
Read and Acknowledge:

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to VETS.
- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
- It is my responsibility to notify the VETS of any changes made to my course schedule within 7 days. Failure to do so may result in a debt to the VA for overpayment of benefits during the term.
- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

☐ I understand and agree to the above conditions and the information provided is true and correct.

9) Select the classes you wish to be certified and Submit Request

Request Classes for Certification

<table>
<thead>
<tr>
<th>Cert Request</th>
<th>Subject</th>
<th>Cat#</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
<th>Withdrawal Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 122 01</td>
<td>ARTS</td>
<td>122</td>
<td>01</td>
<td>2D Design</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
<td>04/24/19</td>
</tr>
<tr>
<td>ARTS 325 01</td>
<td>ARTS</td>
<td>325</td>
<td>01</td>
<td>Intermediate Drawing</td>
<td>3.00</td>
<td>Dropped</td>
<td></td>
<td>04/23/19</td>
</tr>
<tr>
<td>ARTS 326 01</td>
<td>ARTS</td>
<td>326</td>
<td>01</td>
<td>Intermediate Life Drawing</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
<td>04/24/19</td>
</tr>
<tr>
<td>PHIL 337W 03</td>
<td>PHIL</td>
<td>337W</td>
<td>03</td>
<td>Philosophy of Race (W)</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
<td>09/06/19</td>
</tr>
</tbody>
</table>

10) Select Return to go to the previous page. Your request status will now show as submitted.

Once your request is submitted, our office can begin processing your benefits.