1) Log into your Chico State portal
2) Select the link to Student Center

3) On your dashboard, under the Student Records dropdown menu on the left column, select Veterans Benefits
4) Please read the instructions and select **Certification Request**

Welcome all student Veterans, Service Members, and Dependents!

Veterans, Services 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 a copy of the document listed below to our office, please have the document ready to attach:

1. Department of Veterans Affairs certificate of eligibility correspondence/letter.

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

**Helpful Website Links:**
- [Veteran Education Transition Services (VETS)](http://example.com)
- [US Department of Veterans Affairs](http://example.com)

**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

**Certification Request**

*Note:* Transfer students that have used benefits previously at another institution *don’t* need to attach a certificate of eligibility (COE). Please annotate in the **Questions / Instructions** text box that you are a transfer student on the next screen.

*Note:* Student’s using benefits for the first time *must* attach a copy of their certificate of eligibility (COE)

You will now be directed to the

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

6) Select **Initiate Request**

7) Select **Attachments** link add your documents (e.g. COE, Cal Vet) (JPEG format only)

**Note:** Select the **Initiate Request** link first and then add attachments

**Note:** Students eligible for Federal benefits (e.g. Chapter 33, Chapter 35) concurrently with a Cal Vet tuition waiver. Submit your request for the Federal benefit and attach your Cal Vet approval letter. Annotate in the Questions / Instructions text box your Cal Vet approval letter is attached.

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

**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.

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

<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>
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<td>122</td>
<td>01</td>
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</table>

[Submit Request] [Return]

11) Select **Return** to go to the previous page

12) Your status will now be **initiated**

13) Confirm that your request has been **submitted** by exiting to the **Welcome Page**
14) Select **Certification Request**

15) Select **Term** for the semester requested and the status will now show submitted

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