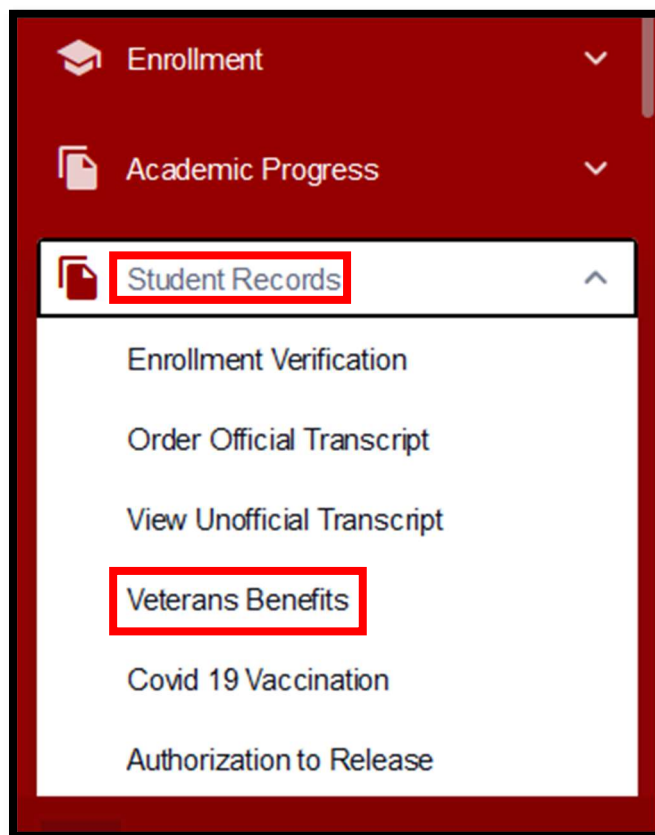


## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

- 1) Log into your Chico State portal
- 2) Select the link to Student Center located on the top left side



- 3) On your dashboard, under the Student Records dropdown menu on the left column, select Veterans Benefits



## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

4) Please read the instructions and select **Certification Request**

**VETERANS EDUCATIONAL BENEFITS 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.

<b>Helpful Website Links:</b>	<b>Regular Office Hours:</b>
<a href="#">Veteran Education Transition Services (VETS)</a>	Monday to Friday: 8:00 AM to 5:00 PM
<a href="#">US Department of Veterans Affairs</a>	<b>Summer Hours:</b>
	Monday to Thursday: 8:00 AM to 5:00 PM

 **Certification Request**

**Note:** Transfer students that have used their benefits previously at another institution **don't** need to submit 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** submit a copy of their certificate of eligibility (COE)

You will now be directed to the

**VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST**

## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

5) Select **Term** and complete the required fields (\*) from the dropdown menus

**Benefit Information for: Spring 2011**

\*Veterans Service Branch: Army

\*VA Education Benefit: Chapter 35 - Dependents' Educational A

VA Education Benefit 2: CalVet Fee Waiver

VA Education Benefit 3:

\*Chapter 35 File Number:

\*Relationship to Veteran: Dependent

**Select all that apply**

☐ I am on Active Duty

☐ I am in the Reserves

☐ I am in the National Guard

If you have any questions, use the comment box below or call the Veteran Education Transition Services (VETS) at (530) 898-5911. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

254 characters remaining

Initiate Request

←

Attach any documentation that supports your certification request (if applicable).

→

Attachments

6) Select **Initiate Request**

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

**Note:** Select the **Initiate Request** link before adding attachments

**Note:** Chapter 35 students, your complete **file number** is required. The Veterans social security number (SSN) is the file number for most dependents. Failure to annotate the complete Chapter 35 file number will result in delays in the processing of your benefits.

8) Select **Classes** to certify

**Enrollment to Certify for: Fall 2019**

The VA requires Chico State to verify progress toward your degree.

The Veteran Education Transition Services (VETS) office will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

**My Class Schedule - Fall 2019**

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

**Total Term Units:** 9.00

Select Classes to Certify

Fall 2019

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes I must notify Chico State Veteran Education Transition Services (VETS) office immediately.

## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

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

The Veteran Education Transition Services (VETS) office at Chico State submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Vocational Rehabilitation programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in accordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for courses on your degree plan that satisfy requirements outlined by the curriculum guide for your program of study (your major or education plan).
- The VA calculates monthly housing allowance (MHA) based on your length of service percentage, the location you attend most of your classes, the teaching modality (online vs. in person), and the number of units you are enrolled in each term (rate of pursuit). Each of these factors may impact the amount of MHA you receive. Contact your School Certifying Official with any questions about MHA.
- In order to remain eligible for VA educational benefits, I understand that I must continue to make satisfactory academic progress towards my educational objective. Failure to make satisfactory progress may result in suspension or termination of VA educational benefits.
- Unless documented mitigating circumstances exist, the VA will not pay for courses for which a student receives a non-punitive grade, where no credit is earned, such as NC. Students who receive a grade of NC at the end of the term may incur a debt to the VA for overpayment of benefits throughout the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the [GI Bill Trademark terms of use](#).

### 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.





## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

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

**Request Classes for Certification**

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

»  **Submit Request** **Return**



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

12) Your request **status** will now show as **initiated**

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST


Institution: California State Univ, Chico  
Term: Fall 2019

**Your Veterans Benefits for this Term**

Term	Description	Seq#	Status	Certified	Units
2198	Fall 2019		Initiated		

13) Confirm your request has been **submitted** by exiting to the welcome page

Total Term Units: 0.00 **Select Classes to Certify**

» **Welcome Page** 

14) Select **Certification Request**

**Helpful Website Links:**  
[Veteran Education Transition Services \(VETS\)](#)  
[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

» **Certification Request** **Veterans Shopping Sheet**



## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

15) Select the **term** from the dropdown menu

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution

California State Univ, Chico

Term

Fall 2019

▼ Your Veterans Benefits for this Term

Term	Description	Seq#	Status	Certified	Units
2198	Fall 2019		Submitted		

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