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
4) Please read the instructions and select **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**
5) Select **Term** and complete the required fields (*) from the dropdown menus.

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

![Request Classes for Certification](image1)

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

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

![VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST](image2)

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

![Total Term Units: 0.00 Select Classes to Certify](image3)

14) Select **Certification Request**

![Helpful Website Links](image4)

![Regular Office Hours](image5)
15) Select the term from the dropdown menu

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