

# OFFICE OF VETERANS AFFAIRS

## VA ENROLLMENT CERTIFICATION REQUEST FORM



Important: Do not complete this form until you have finalized your class schedule.

**Please complete the following information:**

Semester: ☐ Fall ☐ Spring ☐ Summer 20\_\_\_\_

Have you applied for Financial Aid? ☐ Yes ☐ No

Have you applied for Federal Tuition Assistance? ☐ Yes ☐ No

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

VA Chapter (Select One): ☐ 30 (MGIB®) ☐ 1606 (Guard/Reserve) ☐ 31 (VR&E)  
☐ 35 (Dependent) ☐ 33 (Post 9/11 GI Bill®)

Please check one or more options that apply to you: ☐ Veteran ☐ Transfer (Child) ☐ Transfer (Spouse)

If spouse, is the service member on Active Duty? ☐ Yes ☐ No

It is your responsibility to run a Program Evaluation through your MyMTC account before and after registering to ensure each enrolled course is needed for your program of study. **The VA Office will not certify classes that are not required for your program of study** (unapplied coursework), which could lead to a reduction in enrollment status and monthly benefits.

I further certify that I am legally liable for any overpayments of benefits resulting from failure to notify the office of changes in my enrollment.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Term (Ex. 1, 2, 5, 6, 7, W)	Add/Drop	Course (Ex. ENG, MAT)	Number (Ex. 101)	Section (Ex. A01, B61)	Credit	Repeat	LDOA	Grade

**OFFICE USE ONLY:**

Program \_\_\_\_\_ Dual Major (Y/N) \_\_\_\_\_ Hrs. \_\_\_\_\_ Status \_\_\_\_\_ Paid/PERC \_\_\_\_\_  
(FA, CAP, TA, DEF, Free Tuition\* and PD Initials: \_\_\_\_\_)

\*Free Tuition – Enter on Aide Screen: \_\_\_\_\_ Amount: \_\_\_\_\_ Initials: \_\_\_\_\_