



**Request for Certification**

*Note: This form must be completed each semester that you wish to use VA Benefits. An Enrollment Verification (VA form 22-1999) is created once this form is submitted. Incomplete or inaccurate information can cause delays.*

**Check one:**  FALL  SPRING  SUMMER      **Year:** \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_

SSN#: \_\_\_\_\_      Date of Birth \_\_\_\_\_

VA Claim/File # (Veteran's SSN or if you are the Veteran your own SSN#) \_\_\_\_\_

LSU Eunice ID# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

**Major:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

Are you using National Guard Tuition Exemption:    Yes    No

Are you being charged out of state fees:    Yes    No

**Check the benefit that you wish to be certified to receive:**

- Post 9/11 GI Bill (Ch. 33)
- Montgomery GI Bill – Active Duty (Ch. 30)
- Vocational Rehabilitation (Ch. 31)
- Survivors' and Dependents' Educational Assistance Program (Ch. 35)
- Montgomery GI Bill – Selected Reserve (Ch. 1606)

**Check the status that describes you:**

- I have never used the GI Bill before
- I have used the GI Bill at another school: Which school \_\_\_\_\_
- I have previously used the GI Bill at LSU Eunice
- I am a guest student from another school

**Things you need to turn in to have VA Benefits certified by LSU Eunice**

(Failure to turn in needed documents can delay your benefits)

- **A copy of your Course and Fee Statement—required every semester**
- **VA Student Advisor Sheet—required every semester (Pathways Only)**
- **Degree Audit—required every semester (Non-Pathways Only)**
- **Request for Certification—required every semester**
- **Certificate of Eligibility –Everyone EXCEPT Chapter 31**
- **DD214--for all EXCEPT Chapter 1606 and Chapter 35**
- **NOBE—Only for Chapter 1606**

- \_\_\_\_\_ I understand that I will be contacted via my LSUE email for any issues with my VA Education benefits.
- \_\_\_\_\_ I understand that it may take the VA several weeks to process my paperwork in order to receive payment.
- \_\_\_\_\_ I understand that I am responsible for paying my tuition and fees for attending LSU Eunice should VA deny my benefits for any reason.
- \_\_\_\_\_ I understand that only courses listed as part of my degree or certificate can be certified for VA benefits. This can include developmental courses (if needed), prerequisites, and course substitutions (if approved).
- \_\_\_\_\_ I understand that developmental courses taught via distance learning **cannot** be certified for VA benefits.
- \_\_\_\_\_ I understand that dropping a class can cause a debt to the Department of Veterans Affairs. Any changes in my schedule can cause delays with my benefits.
- \_\_\_\_\_ I understand that I must call or log onto <https://gibill.va.gov/wave/index.do> (W.A.V.E.) to verify my attendance each month in order to get my payments from the Department of Veterans Affairs. (Applies to all receiving Chapters 30, 1606, AND Chapter 35 if less than half time)
- \_\_\_\_\_ I understand that I must submit the appropriate form(s) to the Department of Veterans Affairs in order to receive VA Educational Benefits. In most cases this can be done through the Education Benefits Application at <https://www.vets.gov/education/apply/>
- \_\_\_\_\_ I understand that I must submit a "Certificate of Eligibility" to the LSU Eunice Veterans Affairs Office. (Applies to Chapters 30, 33, 35, 1606)
- \_\_\_\_\_ I understand that tuition covered by a fee exemption cannot be submitted to the VA for payment. The VA will only pay for the remaining balance after an exemption has been applied. (Chapter 33)
- \_\_\_\_\_ I understand that taking exclusively on-line or distance education classes may cause me to be ineligible for my full housing allowance and book stipend (Chapter 33).
- \_\_\_\_\_ I understand that I must be enrolled in at least 51% of full time hours in order to receive my full benefit (Chapter 33).
- \_\_\_\_\_ **I understand that the military, veterans of the US Armed Forces, and their dependents enrolling in public postsecondary institutions shall be classified as in-state residents for tuition purposes and will qualify for resident tuition fees.**
- \_\_\_\_\_ I understand that the VA will not pay for any late registration fees, parking fees, or meal fees.
- \_\_\_\_\_ I understand that any refund due to me because of the Post 9/11 GI Bill (Chapter 33) will be in accordance with the refund policy of LSU Eunice. I also understand that my tuition and fees are submitted to the VA after many forms of financial aid and this can cause the payments to come later than loans or grants. **Furthermore, once the school receives the payment from the VA it can take some time to be applied to my account.**

***By signing below I agree to allow the reporting of my enrollment status to the Department of Veterans Affairs for the purpose of receiving education benefits.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_