

Return this signed, completed form to the CSU Office of Records and Registration/VA Certifying Official: Miles Connors Administration Building; 2500 W. North Avenue; Baltimore, MD 21216 or fax to 410.951.3711 or email to registrar@coppin.edu .



You must contact the VA Certifying Official when making changes to your enrollment after the schedule adjustment period. Changes made after this period will impact receipt of VA Education Benefits.

COPPIN STATE UNIVERSITY VA ENROLLMENT CERTIFICATION REQUEST

This form must be submitted for EACH term that you wish to receive VA Education Benefits.

Fall Winter Spring Sum I Sum II Year _____

Last Name: _____ First Name: _____ CSUID# _____

Email Address: _____ Major: _____ Is this a change of major? Yes No

Current Degree Objective: BA/BS Certificate Masters Ph.D.

Check here if you have used your VA Educational benefits at another institution.

VA EDUCATION BENEFIT APPLIED FOR:

- Chapter 30 – Montgomery GI Bill – Active Duty
- Chapter 31 – Vocational Rehabilitation & Educational Program
- Chapter 33 – Post 9/11 GI Bill
 - Attached VA Certificate of Eligibility
 - TEB Recipient (Dependents)
- Chapter 35 – Dependent of disabled veteran • Veteran’s File Number: _____
- Chapter 1606 - Montgomery GI Bill – Selected Reserves/National Guard
- Chapter 1607 – REA Program
- Other – Yellow Ribbon, Federal Tuition Assistance, State Tuition Waiver or MyCAA

LIST ALL COURSES THAT YOU ARE CURRENTLY ENROLLED.

Disc. Code	Course Number	Credits	Online	Course Repeated	For Administrative Use Only
EX. ENGL	101	3	<input type="checkbox"/>	<input type="checkbox"/>	New Student <input type="checkbox"/> Re-Admit Student <input type="checkbox"/> Visiting <input type="checkbox"/> Residency Status: MD <input type="checkbox"/> NonMD <input type="checkbox"/> Enrollment Status: ¼ <input type="checkbox"/> <½ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full-time <input type="checkbox"/> Veteran <input type="checkbox"/> Active Duty <input type="checkbox"/> Reserves <input type="checkbox"/> National Guard <input type="checkbox"/> VocREHAB <input type="checkbox"/> Dependent <input type="checkbox"/> Notes: Initials _____ Date _____
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

I have read and understand the CSU VA Enrollment Certification Request Form. I certify that all courses are applicable to my degree program and meet VA requirements. I agree to promptly notify the Certifying official and VA of any changes in my credit hours. I understand that completion of this form assures me of enrollment certification with the Department of Veterans Affairs, but does not guarantee payment from the VA. Payment depends on my being enrolled in an approved program, my not owing money to the VA for overpayment and my compliance with all other VA regulations. I further understand that any information on this form or in my University record may be shared with the VA at its request.

Signature: _____

Date: _____



CSU VA ENROLLMENT CERTIFICATION REQUEST INSTRUCTIONS

1. Enter the term and year for which you are requesting enrollment certification. Note that the Department of Veterans Affairs (VA) requires certification of enrollment for each term for which you wish to receive benefits. The earliest that your enrollment may be certified for the academic year is June 15th. However, you must be officially registered for classes before a certification can be submitted for the term of the request.
2. Enter your declared major.
 - a. You may enter your intended major, provided that you comply with the following requirement: The Department of Veterans Affairs requires all students pursuing a bachelor's degree to declare a major by the end of the sophomore year.
 - b. If you are a visiting student, write the name of your home institution in this space. Submit the form along with the permission to enroll in this institution.
 - c. Non-matriculated students may acquire up to 12 college-level credits as a non-degree student as long as he/she is pending admission to a degree-seeking program.
3. If you have used your benefits at another institution of higher learning (IHL), please indicate it. The certifying official will be able to adopt your existing biographical information from the VA Once network.
4. If you are receiving Chapter 30, 1606, or 1607 benefits, you must also verify your attendance [using WAVE] with the VA at the end of each month in addition to submitting this form. Log onto www.gibill.va.gov/wave/index.
5. First-time Post-9/11 GI Bill recipients must attach their Certificate of Eligibility (COE). If you have not yet been issued a COE, submit it to the CSU Certifying Official as soon as you receive it. The COE is issued by the VA to an applicant once their benefits have been activated for an approved program of study at a specified IHL.
6. Enter a VA file number if you are a first-time user for the Chapter 35 benefit. This number is generally the Social Security Number of the sponsoring veteran. The sponsoring veteran has a 100% service-connected disability.
7. List all courses for which you are currently enrolled. VA regulations exclude Post-9/11 GI Bill students studying half-time or less and/or enrolled in distance-learning ONLY courses from receiving BAH payments.
8. Only courses that did not meet the minimum requirements for graduation when taken the first time may be certified for VA purposes if they are repeated.

Additional Information:

- ✓ Refer to the GI Bill webpage for in-depth answers to the information above located at: https://www.gibill2.va.gov/cgi-bin/vba.cfg/php/enduser/std_alph.php.
- ✓ Students using the VA Educational Benefits for the first time at CSU who have used the benefit at another IHL must submit VA form 22-1995, the *Request For Change of Program or Place of Training* or 22-5495, the *Request for Change of Program or Place of Training Survivors' and Dependents' Educational Assistance*.
- ✓ All Education Abroad programs must be pre-approved by the VA. Students interested in studying abroad must submit a copy of the Abroad Eligibility Review form when submitting the VA Request for Enrollment Certification form.