HOW TO SUBMIT A VA CERTIFICATION REQUEST
Each semester a student wishes to use his/her VA education benefits, he/she must submit a VA Certification Request through his/her student portal.
Login to your Southeast Student Portal and select the Students SS tab.
In the Services block, select the **VA Certification Request** hyperlink.
Select the VA Certification button
Click on the Fill Out Form button.

*If multiple terms are open for submission, you’ll see those additional terms as well.
Carefully read the VA Certification Request Statement of Understanding. If you agree to the terms, click the radio button beside “I agree...” and then click the Submit button.
Fill out all sections that are not already prepopulated.
Continuation of form.

Once all sections of the form are completed, click the Submit button.

Prepopulated Information.
If incorrect, you’ll need to officially declare your correct major. Contact your advisor immediately.

Answer accordingly. If answered Yes, please provide the subject & course number.

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Answer accordingly. If answered Yes, enter the name of the secondary school and send a copy of your class schedule from that institution to the Certifying Official.
Error Messages

• You may get an error message after submitting that reads you do not have a Certificate of Eligibility (COE) on file. If you know you’ve already submitted one, please ignore the error. However, if you haven’t, please submit a copy to Amanda Woods, for your VA student file.

• After submitting, there may be a hyperlink that reads something similar to RETURN TO MAIN MENU. When you click that, you will get a registration error message. Don’t worry about that either. It’s a technical glitch that can’t be fixed, unless the entire program is rewritten. You are still enrolled in classes.
Once submitted, your VA Certification Request is automatically sent to the VA School Certifying Official for review. You may contact the SCO with questions at 573-651-2263 or vacertification@semo.edu.