



Southeast Missouri State University  
VA Certification Request Form

This form is used to request information be sent to the VA for VA educational benefits. This form must be submitted for every semester that you wish receive benefits. Complete only after you have enrolled for the semester indicated below. Make sure to complete the entire form.

Name: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

VA File # \_\_\_\_\_ Southeast ID # \_\_\_\_\_

SSN: \_\_\_\_\_ Email: \_\_\_\_\_

Please circle all that apply. I am a:      Military veteran      Spouse of a veteran      Dependent of a veteran

Your Southeast email address will be used by the Southeast VA Certifying Official for all Southeast-related correspondence. Address where correspondence from the VA should be sent to you:

Street \_\_\_\_\_

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

VA Program: (circle one)

Chapter 30              (Current/Former Active Duty)

Chapter 31              (Vocational Rehabilitation and Employment) Counselor name: \_\_\_\_\_

Chapter 33              (Post 9/11 Bill, including Fry Scholarship and Post 9/11 benefits transferred to dependents; you must re-apply through the VA if you are switching from Chapter 30, 1606, or 1607)

Chapter 35              (Dependent of disabled or deceased veteran)

Chapter 1606 (Reserve or National Guard)

Chapter 1607 (REAP; Reserve or Guard activated since 9/11/2001)

Are you currently Active Duty?      Yes      No

Will You be utilizing Federal Tuition Assistance?      Yes      No

Which Degree and major are you pursuing? \_\_\_\_\_

(If you have changed your major since your last certification, you must declare your new major with the appropriate department. Courses can only be certified towards one major at a time. Courses can only be certified towards degree-granting majors.)

Which minor are you pursuing? \_\_\_\_\_

(If you have added/changed your minor since your last certification, you must declare that change with the University.)

Are you repeating any courses? \_\_\_\_\_

(Repeated courses can only be certified if a higher grade is required for your degree. A repeated course can only be certified the first time it is repeated.)

Does your enrollment include a practicum, internship or clinicals for this semester?      Yes      No

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If you are enrolled in courses at another school, please list the name of the school and provide a copy of your course schedule from that school. You will also need to contact the VA certifying official at your other school.

Name of other school: \_\_\_\_\_

If this your first time applying for VA benefits at Southeast (or you have not already done so), you must submit a copy of your Certificate of Eligibility (COE) when you have received it and, if applicable, your Certificate of Release or Discharge from Active Duty (DD214) or your Notice of Basic Eligibility (NOBE).

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING. IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE INFORMATION ON THE REMAINDER OF THIS FORM.**

I understand that I will receive benefits only for courses applying toward my degree objective. If the course is not listed as a requirement on my degree audit, that course will not be certified and I will not receive benefits for it.

I understand that the VA's definition of full-time is not necessarily the same as Southeast's definition of full-time. Courses taken during separate parts of the term (eight-week sessions, winter intersession, etc.) during the same semester are treated as separate terms for VA purposes. For additional information about what constitutes full-time enrollment for various parts of term, please contact the School Certifying Official.

I understand that a reduction in course enrollment after the beginning of the semester or not maintaining attendance in classes may result in the retroactive loss of benefits which may require me to pay money back to the VA, unless the VA finds mitigating circumstances involved in change. Loss of benefits could revert to the first day of class. Courses added during the drop/add period are considered by the VA to be added on the day the course was added, not the first day of the semester. Dropped courses are based on my last date of attendance of a course whether I officially drop the course from my schedule or not.

I understand that if I receive a monthly VA check, my check will arrive no earlier than the month following the month I actually attended class. I understand that I am responsible for making any necessary payments on time to Southeast even if my VA check has not yet arrived. (Chapter 31 and 33 students must also make arrangements to pay for expensive not covered by their program even if the monthly stipend, housing allowance, or book allowance has not been received.) Failure to make arrangements/payments with Student Financial Services may cause my classes to be dropped.

I understand that I must complete this form for every semester I wish to receive VA educational benefits. Failure to enroll on my priority registration date and to complete this form as soon as I complete enrollment for classes may cause a delay in my benefits for a semester. I understand that my enrollment, attendance, and other academic information will be shared with the VA and other agencies as needed for the processing, verification, and auditing of my benefits.

I am aware that changes in my enrollment/attendance may alter the payment the VA will award me or Southeast. I also understand that I will be held liable for any overpayment that I might receive from the VA. **I hereby certify that all statements I have made on this form are true and complete to the best of my knowledge and belief.**

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

Scan and email to: [vacertification@semo.edu](mailto:vacertification@semo.edu)

Or fax to: 573-986-4973

Or mail to: Office of Military and Veterans Services

One University Plaza, MS 1150

Cape Girardeau, MO 63707