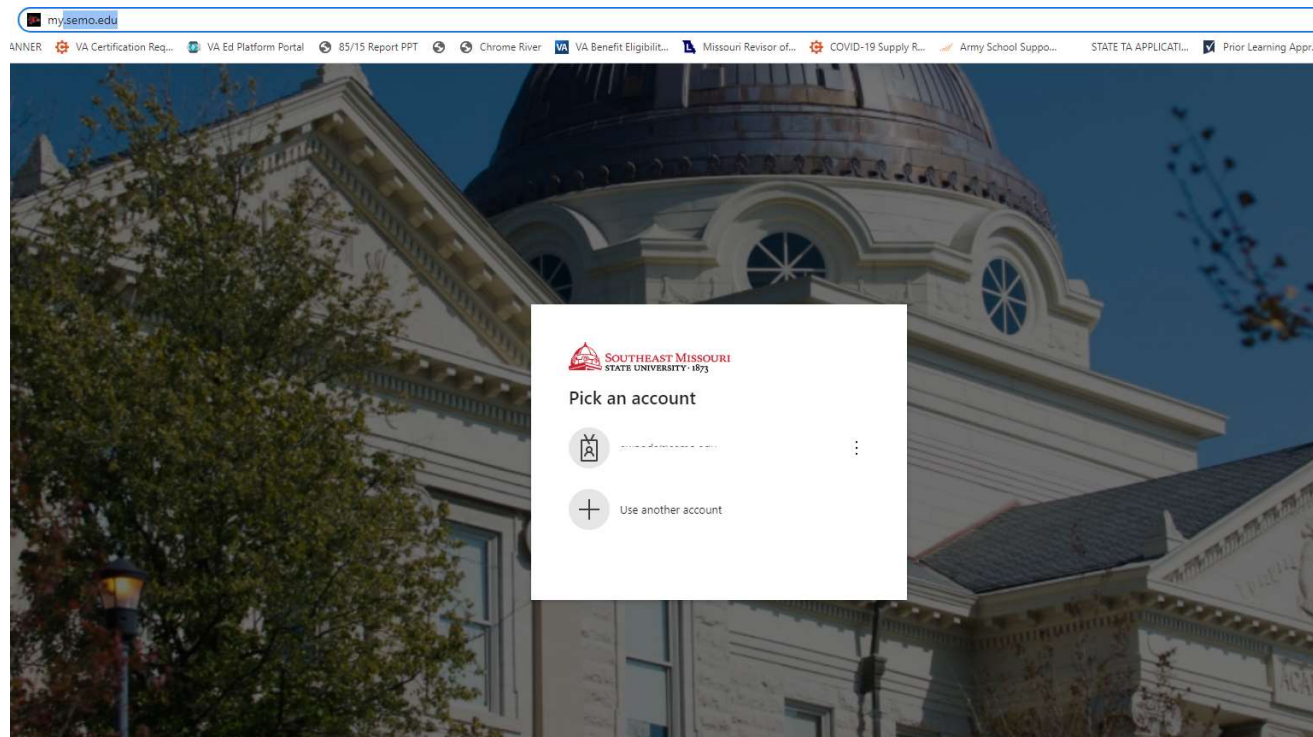


SEMO: Steps to Submit a VA Certification Request

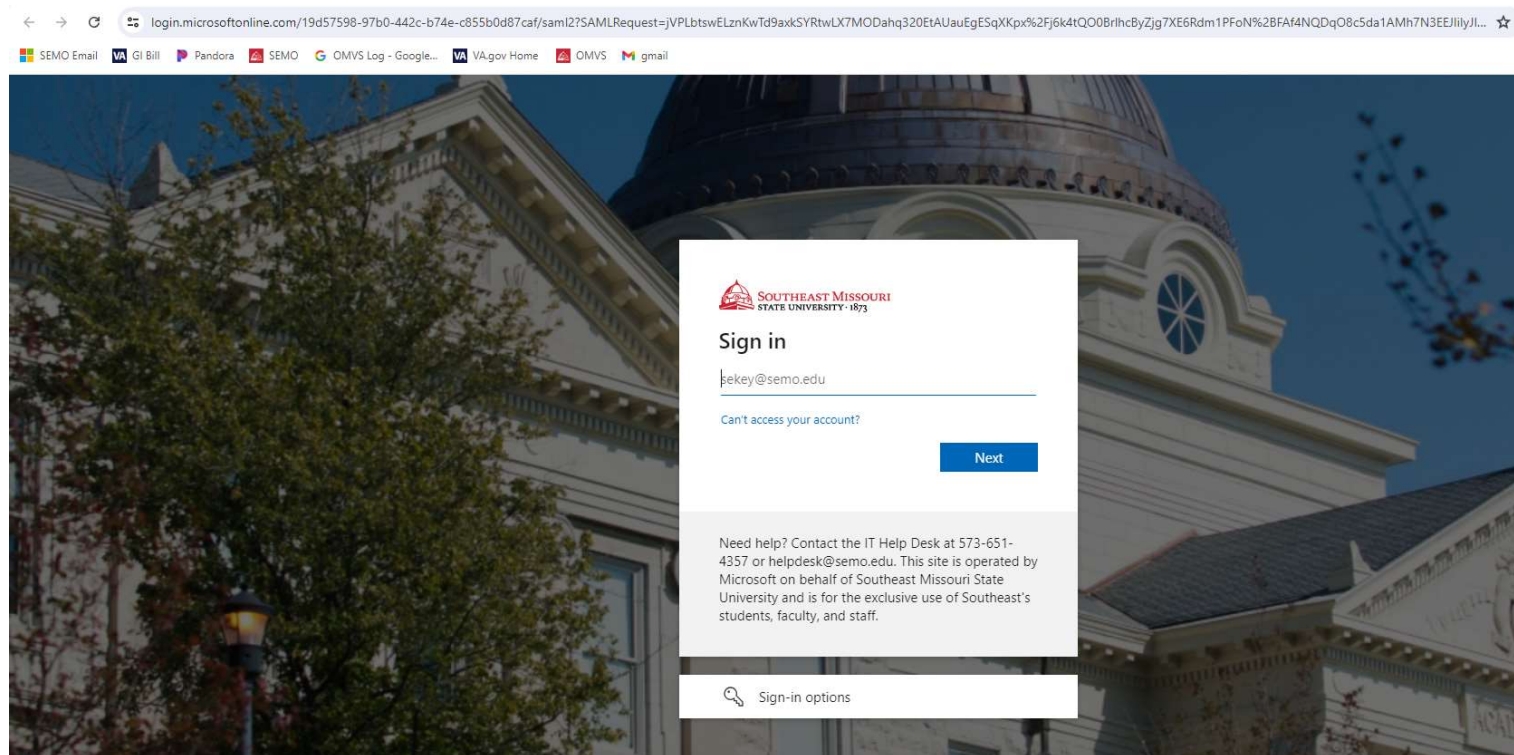
By the Office of Military and Veteran Services



Step 1. Login to your student portal via my.semo.edu




Step 3. Enter Your Student Email.



login.microsoftonline.com/19d57598-97b0-442c-b74e-c855b0d87caf/saml2?SAMLRequest=JVPLbtswELznKwTd9axkSYRtwLX7MODahq320EtAUauEgESqXKpx%2Fj6k4tQO0BrhcbYzJg7XE6Rdm1PFoN%2BFA4NQDqQ08c5da1AMh7N3EEJlilyJl...

SEMO Email VA GI Bill Pandora SEMO OMVS Log - Google... VA.gov Home OMVS gmail


 **SOUTHEAST MISSOURI**
STATE UNIVERSITY • 1873

Sign in

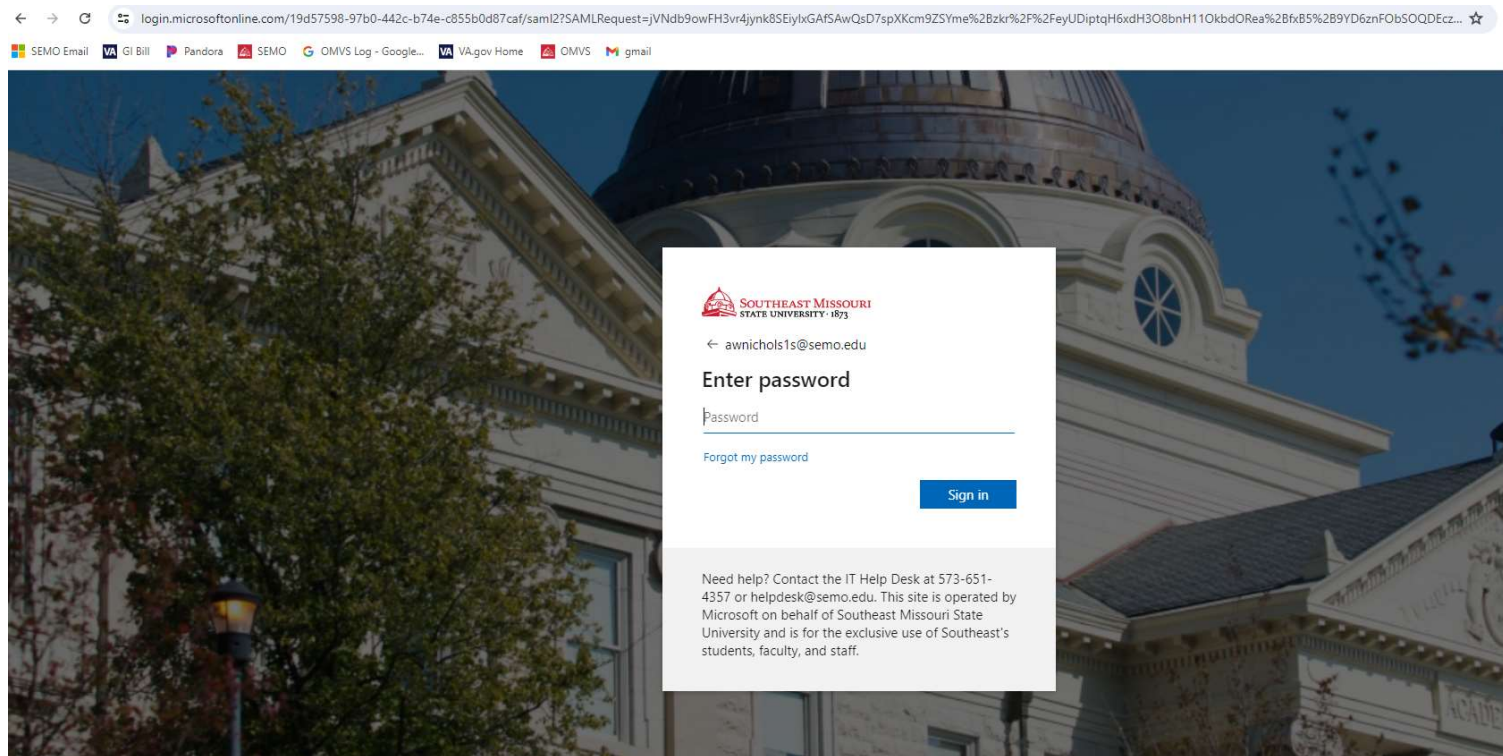
[Can't access your account?](#)

Next

Need help? Contact the IT Help Desk at 573-651-4357 or helpdesk@semo.edu. This site is operated by Microsoft on behalf of Southeast Missouri State University and is for the exclusive use of Southeast's students, faculty, and staff.


 [Sign-in options](#)

Step 4. Enter your Password and log in to MySemo Student Portal.



login.microsoftonline.com/19d57598-97b0-442c-b74e-c855b0d87caf/saml2?SAMLRequest=jVNd9owFH3vr4jynk8SEiylxGAfSAwQsD7spXKcm9ZSYme%2Bzkr%2F%2FeyUDiptqH6xdH3O8bnH11OkbdORea%2BfxB5%2B9YD6znFObSOQDEcz...

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 **SOUTHEAST MISSOURI**
STATE UNIVERSITY · 1893

← awnichols1s@semo.edu

Enter password

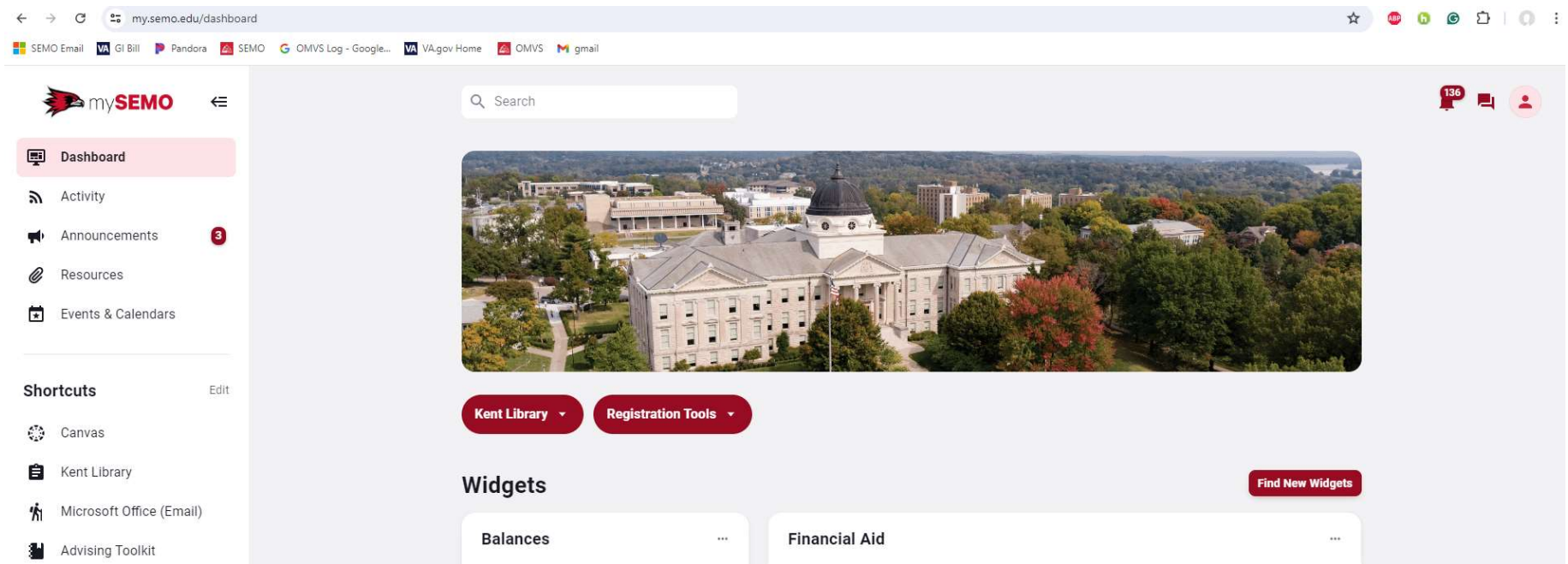
password

[Forgot my password](#)

[Sign in](#)

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Step 5. Navigate to your Dashboard, and Select the Search Bar.



The screenshot displays the mySEMO dashboard in a web browser. The address bar shows the URL `my.semo.edu/dashboard`. The browser's tab bar includes links for SEMO Email, GI Bill, Pandora, SEMO, OMVS Log - Google..., VA.gov Home, OMVS, and gmail. The dashboard's left sidebar features a navigation menu with 'Dashboard' (highlighted), 'Activity', 'Announcements' (with a red badge showing '3'), 'Resources', and 'Events & Calendars'. Below this is a 'Shortcuts' section with links to 'Canvas', 'Kent Library', 'Microsoft Office (Email)', and 'Advising Toolkit'. The main content area at the top has a search bar and notification icons (136 notifications, a chat bubble, and a user profile). A large aerial photograph of a university campus with a central domed building is displayed. Below the photo are two red buttons: 'Kent Library' and 'Registration Tools'. The 'Widgets' section at the bottom shows 'Balances' and 'Financial Aid' widgets, each with a three-dot menu icon. A red button labeled 'Find New Widgets' is located to the right of the widget titles.


Step 6. Search “VA Certification Request” and Select the First Tool.

The screenshot shows the mySEMO dashboard interface. The browser address bar displays `my.semo.edu/dashboard`. The dashboard includes a left sidebar with navigation links: Dashboard, Activity, Announcements (with a red badge showing '3'), Resources, and Events & Calendars. Below these are shortcuts for Canvas, Kent Library, Microsoft Office (Email), and Advising Toolkit. The main content area features a search bar with the text 'VA Certification Request'. Below the search bar, there are filter tabs: Tools, Pages, FAQs, Events, People, and External. The search results list several tools, each with a red icon and the word 'Tool' below it: VA Certification Request, Dean's List Certificate, President's List Certificate, Request a Redhawks ID (Faculty/Staff/Graduate Assistant), Request a Redhawks ID (Student), Upload Sick Leave Verification, and Graduation Candidate Verification Letter. At the bottom of the search results, there are two buttons: 'Label: "Certifications"' and 'Search OneDrive'. A 'View All Results' link is located at the bottom right of the search results area. The top right of the dashboard shows a notification bell with '136' and a user profile icon.

Step 7. Select and Fill Out the Form for the Semester You Wish to Attend.

app.semo.edu/reg/vacert/index.asp

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Academic Hall

Experience Southeast... Experience Success

Southeast Missouri State University
VA Certification Request

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 to receive benefits. This form can only be completed after you have enrolled for the semester. Please allow up to five business days for your request to be processed by Southeast.

~~~~~

**Last Name:** Nichols **First Name:** Alec

~~~~~

Terms you have requested or wish to request benefits for:

Term	Submitted	Certified On	
Summer 2024	Yes	4/2/2024	<input type="button" value="VIEW"/>
Fall 2024	No	N/A	<input type="button" value="Fill Out Form"/>

If you have any questions, please contact Amanda Woods, School Certifying Official in the Office of Military and Veterans Services at vacertification@semo.edu or 573-651-2263

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(573) 651-2000 | updated 11/15/2023

Step 8. Read the Agreement to its Entirety and Agree to the Terms.



Southeast Missouri State University VA Certification Request

This form is used to request information be sent to the VA for VA educational benefits. Complete only AFTER you have enrolled for the semester indicated below. Please do not turn in this form before you have enrolled in classes.

Last Name: Nichols First Name: Alec
Semester and Year: Fall 2024 Southeast ID: S02028830

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING.

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 also understand that courses not covered by VA education entitlement are my financial responsibility and I should make payment arrangements with Student Financial Services by my due date, or I am subject late fees and/or enrollment cancellation.

I understand that the VA's rate of pursuit and definition of full-time is not necessarily the same as Southeast's definition of rate of pursuit and full-time status. Courses taken during separate parts of the term (eight-week session, winter intercession, 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 in 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 I will not exceed the 100% cost of tuition and mandated course enrollment-related fees with VA funding, and that it is a violation of state and Federal mandates for duplication of funding, so if I receive any financial assistance that is tuition-specific, it may reduce the tuition and fees reported to the VA for specific chapter of entitlement/benefit programs (i.e., Chapter 33 or Chapter 31).

reduce the tuition and fees reported to the VA for specific chapter of entitlement/benefit programs (i.e., Chapter 33 or Chapter 31).

I understand that if I receive a monthly VA check, my check will arrive no earlier than the month following the month I commence attending class. I understand that I am responsible for making any necessary payments by the specified due dates to Southeast, even if my VA check has not yet arrived. Chapter 31 and 33 students must also make payment arrangements for expenses not covered by their education entitlement, even if the monthly stipend or book allowance has not been received. Failure to make arrangements/payments with Student Financial Services may cause my classes to be cancelled for the current and/or future enrollment periods.

I understand that I must complete this form for every semester I wish to receive VA educational entitlements/benefits. Failure to enroll on my priority registration date and submit this form may cause a delay in my benefits for the semester. I understand that I can submit my VA Certification Request within 24 hours of being enrolled into classes. I also 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 recognize that Southeast is required to provide me with a copy of my personal College Financing Planning/shopping sheet each fiscal year or time that the tuition and fees change, and that that document is accessible within the Financial Aid section of my student portal.

I hereby certify that I understand and agree to all the statements made on this form.

☐ I agree that I have reviewed and understand the above information.

Submit

Step 9. Fill out the Form With the Information Corresponding to the Category.

Southeast Missouri State University
VA Certification Request

This form is used to request information be sent to the VA for VA educational benefits. Complete only AFTER you have enrolled for the semester indicated below. Please do not turn in this form before you have enrolled in classes.

~~~~~

**Last Name:** Nichols      **First Name:** Alec  
**Semester and Year:** Fall      **Southeast ID:** [REDACTED]  
**VA File Number:** XXX-XX-XXXX      **Social Security Number:** [REDACTED]

~~~~~

Please select all that apply. I am...

Military Veteran ☒
Spouse of a veteran ☐
Dependent of a veteran ☐

~~~~~

**Your address (where correspondence from the VA should be sent):**

**Street:** Student's Address  
**Street (cont):** [REDACTED]  
**City:** [REDACTED]  
**State:** [REDACTED]  
**Zip:** [REDACTED]

**Is the address you listed your current address that you'd like as your primary address for official Southeast communication as well?**

Yes ☐  
No ☐

**SE E-mail:** SEMO Email [REDACTED]  
**Telephone Number:** Student's Phone [REDACTED]

**Your Southeast email address will be used by the Southeast VA Certifying Official for all Southeast-related correspondence.**

~~~~~

VA Program (select one):

☒ Chapter 33 (Post 9/11 Bill, including Fry Scholarship;
☐ Chapter 30 (MGIB-Active Duty)
☐ Chapter 31 (Vocational Rehabilitation and Employment)

Step 9. Fill out the Form Until it is Complete.

☐ Chapter 34 (Vocational Rehabilitation and Employment)
Counselor Name:

☐ Chapter 35 (Dependents Education Assistance)
☐ Chapter 1606 (MGIB-Reserve or National Guard)

~~~~~

**Are you currently on Active Duty?**  
Yes ☐  
No ☐

~~~~~

Which degree and major are you pursuing?
(If your degree/major listed below is not correct, you must declare the correct degree/major with the appropriate department before completing this form. If more than one degree/major is listed below, you will need to select one major for your courses to be certified towards. Only courses listed as a requirement on your degree audit for that major will be certified. Courses can only be certified towards degree-granting majors.)

Degree:	Bachelor of Science
Major:	Emergency Preparedness
Minor:	Geographic Info Systems
2nd Minor:	Military Science

Additional major(s) and minor(s):

~~~~~

**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. If you are repeating courses, please list them in the area provided.)  
Yes ☐  
No ☐

~~~~~

Does your enrollment include a practicum, internship or clinicals for this semester?
(If yes, please list the course(s) in the area provided.)
Yes ☐
No ☐

Step 10. Submit Your Completed Form!

Good Job!(:

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. If you are repeating courses, please list them in the area provided.)

Yes ☐
No ☒

Does your enrollment include a practicum, internship or clinicals for this semester?
(If yes, please list the course(s) in the area provided.)

Yes ☐
No ☒

Are you enrolled in courses at a different university this semester?

(If yes, please list those courses and the school in the area provided. You will also need to contact the VA School Certifying Official at your other school.)

Yes ☐
No ☒

Submit

If you have any questions, please contact Amanda Woods, School Certifying Official in the Office of Military and Veterans Services at vacertification@semo.edu or 573-651-2263