



## VA EDUCATION CERTIFICATION REQUEST

### Statement of Understanding



As a veteran or military-affiliated student, it's important to ensure your enrollment is certified by the VA Education Department. To accomplish this, you must submit the UTPB Veteran Education Benefits application at least thirty (30) days before the start of the semester. It's crucial that all the necessary documents are submitted, as this is a prerequisite for the VA Education Department's certification. You must complete this form each semester; supporting documents are only required for the initial certification.

By submitting the UTPB Certification Request, you confirm the following:

#### **Read & Initial**

1.  I have submitted all necessary supporting documents. Applications will not be processed without all supporting documents.
2.  I am eligible to receive VA Educational Benefits.
3.  I request enrollment certification to the VA Education Department for the semester listed on this application.
4.  I have verified that all the courses I am requesting certification for are listed on my approved degree plan, or I have written notice from my advisor approving a course not listed on my degree plan.
5.  I understand that the VA may not cover repeated courses in some cases, and I have visited [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) to see which courses can be repeated.
6.  I will notify the UTPB Veteran and Military Services Office of any changes to my enrollment and understand that any changes will be reported to the Veterans Administration.
7.  I understand that changing classes after my initial certification may cause a debt with the VA and UTPB that I will be responsible for paying.
8.  I understand that I am responsible for any tuition and fees not covered by my GI Bill benefits.
9.  I acknowledge that when concurrently enrolled in multiple schools within the same semester, I must provide my course schedule to my parent institution and a Parent Institution Letter to my secondary institution.
10.  I understand the importance of updating my contact information with the Veterans Administration. Failure to update my contact information could result in missing important updates from the VA.
11.  I understand that this application expires on the final day of the semester and must be re-submitted each semester for continuing Veteran Education Benefits.
12.  I understand that failing to submit this application each semester may result in dropped classes and delayed Veteran Education Benefits.

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**Registration Worksheet**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Address: \_\_\_\_\_

Select Benefits:  Ch 30|  Ch 31|  Ch 33  Stem|  Ch 35| Ch 1606| Ch 1607| Other: \_\_\_\_\_ Active Duty  Veteran  Spouse  Child

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

 2nd Bachelor |  Masters |  Teacher Certification Guest Student (UTPB is not your home school) I turned in my Parent Institution Letter From \_\_\_\_\_Graduating semester:  Yes  NoChange in Degree Plan:  Yes  No Change: \_\_\_\_\_Semester:  Fall | Spring | Summer| Academic Year: \_\_\_\_\_**Ch 35 Recipients Only:**

Qualifying Veterans Name: \_\_\_\_\_

Qualifying Veterans Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Ch 31 (VRE) Recipients Only:**

VA Rep Name and Email: \_\_\_\_\_

PO #: \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_