VA-1 STATEMENT OF UNDERSTANDING

VA student veterans are responsible for the following items in order to be certified to VA for Montgomery G. I. Bill education benefits.

1. Apply and be accepted to UTPB through the Admissions Office or go online (www.utpb.edu) for the electronic application.

2. Supply DD Form 214 (Member 4); Certificate of Eligibility; VA Form 22-1995 Request for Change of Program or Place of Training (www.ebenefits.va.gov), Military Transcript (www.au.af.mil/au/ccaf/transcripts.asp), and Degree Plan. Failure to submit all documents will result in delay of certification to VA.

3. VA1 & VA2 forms can be submitted up to thirty (30) days prior to the first class day of the semester. Submit them as early as possible to avoid delays with VA processing.

4. Class schedule changes (Adds-Drops) for the semester are the responsibility of the VA student to submit to the Certifying Official to adjust the certification to VA. Failure to do so may result in the VA student being responsible for payment to the VA.

I further understand that it is my responsibility to provide the VA Certifying Official with an up-to-date degree plan and other required documentation to allow processing of my VA education benefits. Changes to degree plans must be in writing and signed by my academic advisor. I understand that VA benefits will not be processed for any course work, until I have provided the Veterans Representative with the required documentation.

By signing this document, you signify you are aware of your responsibility to submit all necessary documents to the Certifying Official in order for you to receive Montgomery G.I. Bill education benefits.

UTPB VA School Certifying Official:
John Jimenez, Coordinator of Military and Veterans Support Services

MB 1150E
1-432-552-2830
john.jimenez@utpb.edu

1. NAME: ___________________________ STUDENT ID: ___________________________

2. MAJOR: ___________________________ SEMESTER/YEAR: ___________________________

3. SIGNATURE: ___________________________ DATE: ___________________________

* This form must be re-submitted each semester of enrollment. *
VA-2 Form Registration Worksheet

Name: ___________________________  Home Phone: ___________________________

Student ID: ___________________________  Cell: ___________________________

Address: ___________________________

E-Mail: ___________________________  Branch: ___________________________

CIRCLE Assigned VA Chapter:  
- 30 □  
- 31 □  
- 33 □  
- 35 □  
- 1606 □  
- 1607 □

Student Information:  
Major: ___________________________  Minor: ___________________________
2nd Major: ________________________  Name of Academic Advisor: ___________________________

Graduating semester:  
- Yes □  
- No □

Teacher Certification:  
- Yes □  
- No □

Change in Degree Plan:  
- Yes □  
- No □

Academic Year: ____________  
- Fall □  
- Spring □  
- Summer □

Please List Courses:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Section</th>
<th>Name of Course</th>
<th>Credit Hours</th>
<th>Repeat?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example EDUC 6303</td>
<td>501</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>No/Yes</td>
</tr>
</tbody>
</table>

Initials: 
- I have registered for the courses listed above and hereby certify that they are required for my ultimate degree and are listed on my degree plan.
- I agree to provide my UTPB Veterans Representative an up-to-date copy of my degree plan listing all above courses and understanding that failure to do so will reduce and/or delay my VA Education benefits.
- I request that the benefits be certified with VA for the said term and total hours indicated.
- I will notify the Veterans Representative of any changes I make concerning my course schedule while enrolled at UTPB. Failure to comply may result in student paying back money to VA.

* This form must be re-submitted each semester of enrollment.*