



# REQUEST FOR VA CERTIFICATION

This form must be completed each semester.

*\*Please fill out this form completely. Incomplete forms will be rejected.\**

## Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Social Security #: \_\_\_\_\_ Student ID #: \_\_\_\_\_ VA File #: \_\_\_\_\_  
(Only enter last four if submitting via email) Chapter 35 DEA Only (include Suffix Letter)

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Degree Plan: \_\_\_\_\_ Have you been certified by TAMUCT before?  YES  NO

Indicate benefit being used: 30(MGIB) 31(VR&E) 33(Post 9/11) 35(DEA) 1606(Reserve) 1607(REAP)

Is this your graduating semester? YES NO  
 Are you using transferred entitlement? YES NO  
 If so, are you the spouse or child? Spouse Child

Have you changed your address since your last certification? YES NO N/A  
 Are you on Active Duty? YES NO  
**If yes, submit address change form.**

Have you changed degree plans since your last certification? YES NO N/A  
 Are you using Active Duty Tuition Assistance? YES NO  
**If yes, submit VA form 22-1995/5495**

Are you taking courses at another college/institution for this semester? YES NO  
 Are you using Hazlewood? YES NO

## Enrollment Information

Indicate which semester you would like certified. List ALL courses during the specified semester for which you are requesting certification. Include courses being taken at other colleges/institutions.

YEAR: \_\_\_\_\_ FALL SPRING SUMMER

Course Prefix	Course Number	Course Title	Start Date	End Date	Institution
EXAMPLE: GBK	311	Business Statistics	6/08/12	8/11/12	TAMUCT

If you are repeating any courses listed, indicate them here: \_\_\_\_\_

Do all of the courses listed above meet the requirements of your degree plan? YES NO

**\*\*Read and sign second page. Unsigned requests will be rejected \*\***

## FOR VA OFFICE USE ONLY

\_\_\_\_ Initials

\_\_\_\_SFAREGF \_\_\_\_Degree Works/Degree Plan \_\_\_\_SZAHEVH \_\_\_\_SGASADD \_\_\_\_PIL \_\_\_\_VA Once Bio

COMMENTS:



## Request for VA Certification

### Terms and Conditions

1. Incomplete Requests for VA Certification will be rejected. All required documents must be on file before request will be processed.
2. A Request for VA Certification must be submitted each semester and when enrollment status changes.
3. Only courses listed on the Request for VA Certification and in which the student is actively enrolled will be certified. Discrepancies between the Request for VA Certification and the students' registration record may result in processing delays or rejection of the request.
4. A current degree plan must be on file with the Texas A&M University – Central Texas (TAMUCT) Veterans Affairs Center. Courses which are NOT required for your degree will not be certified unless a course substitution letter signed by your academic advisor is provided to the TAMUCT Veterans Affairs Center. The Veterans Affairs Center must be notified when a degree plan is changed.
5. A Parent Institution Letter (PIL) must be requested if a student is concurrently enrolled at Texas A&M University – Central Texas and another institution of higher education. The PIL verifies the course is required for the degree and authorizes the other institution to certify your enrollment.
6. Official communication from the Veterans Affairs Center will be sent via your Texas A&M University-Central Texas student e-mail.
7. Changes in enrollment may result in a student debt to Texas A&M University – Central Texas or to the Department of Veterans Affairs. All student debts to TAMUCT must be cleared before enrollment in future terms is permitted.

**I authorize TAMUCT to request Joint Service Transcripts on my behalf, as deemed necessary by the institution. I certify I have read and understand the attached terms and conditions and the information I have provided is accurate and can be used by the Veterans Affairs office at TAMUCT for certification purposes.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If submitting online type name and last four of SSN)

Forms can be submitted in person or mailed to:

Founder's Hall Suite 221  
1001 Leadership Place  
Killeen, Texas 76549

Forms can be submitted via email or fax to:

va@tamuct.edu

Fax: 254-519-5420