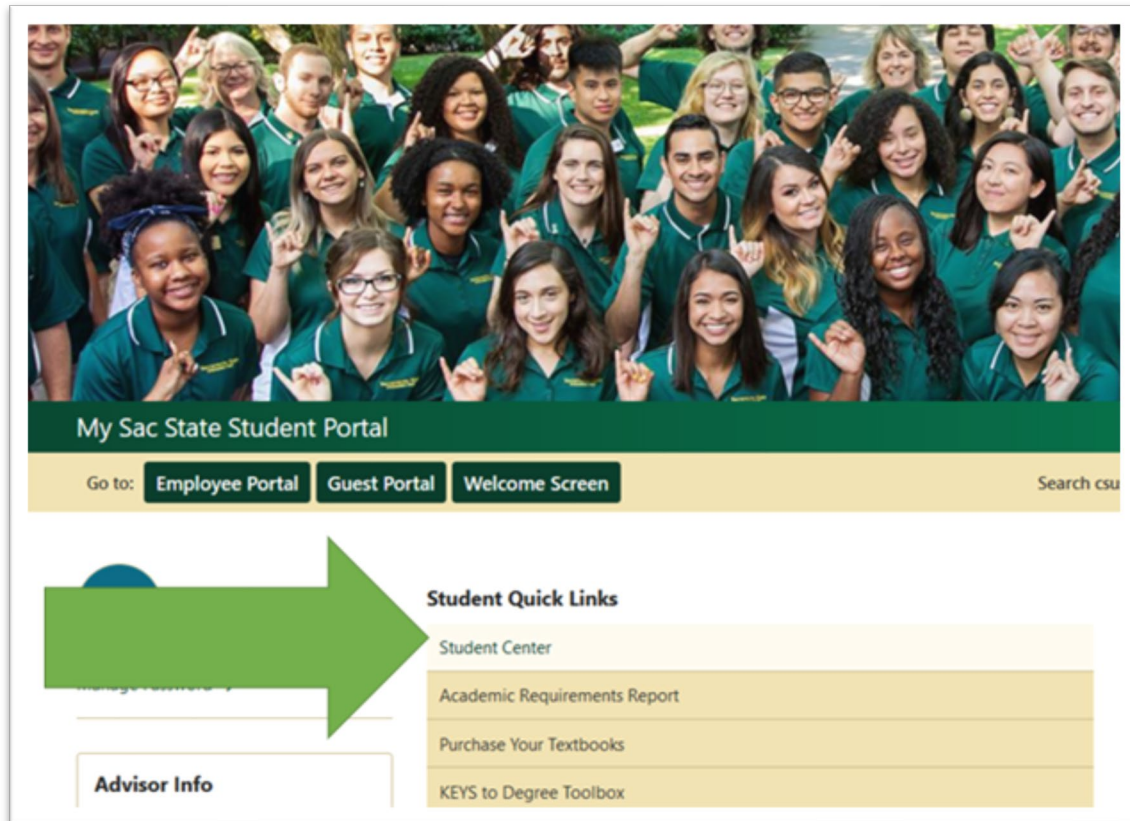


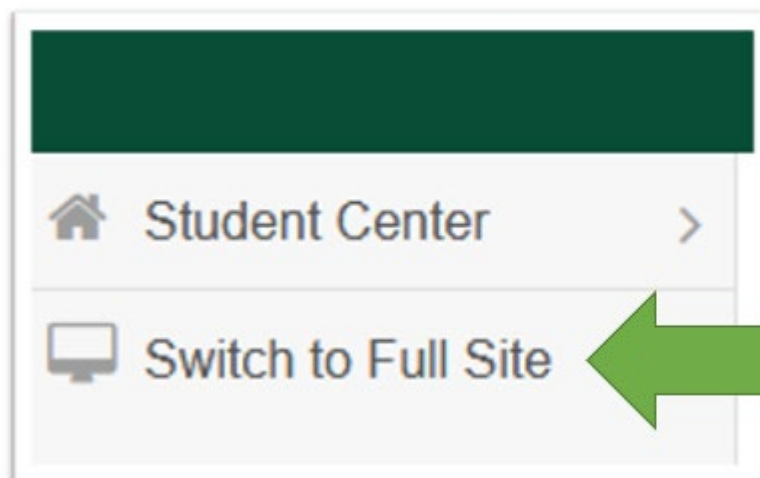
HOW TO REQUEST VETERANS BENEFIT CERTIFICATION

California State University, Sacramento

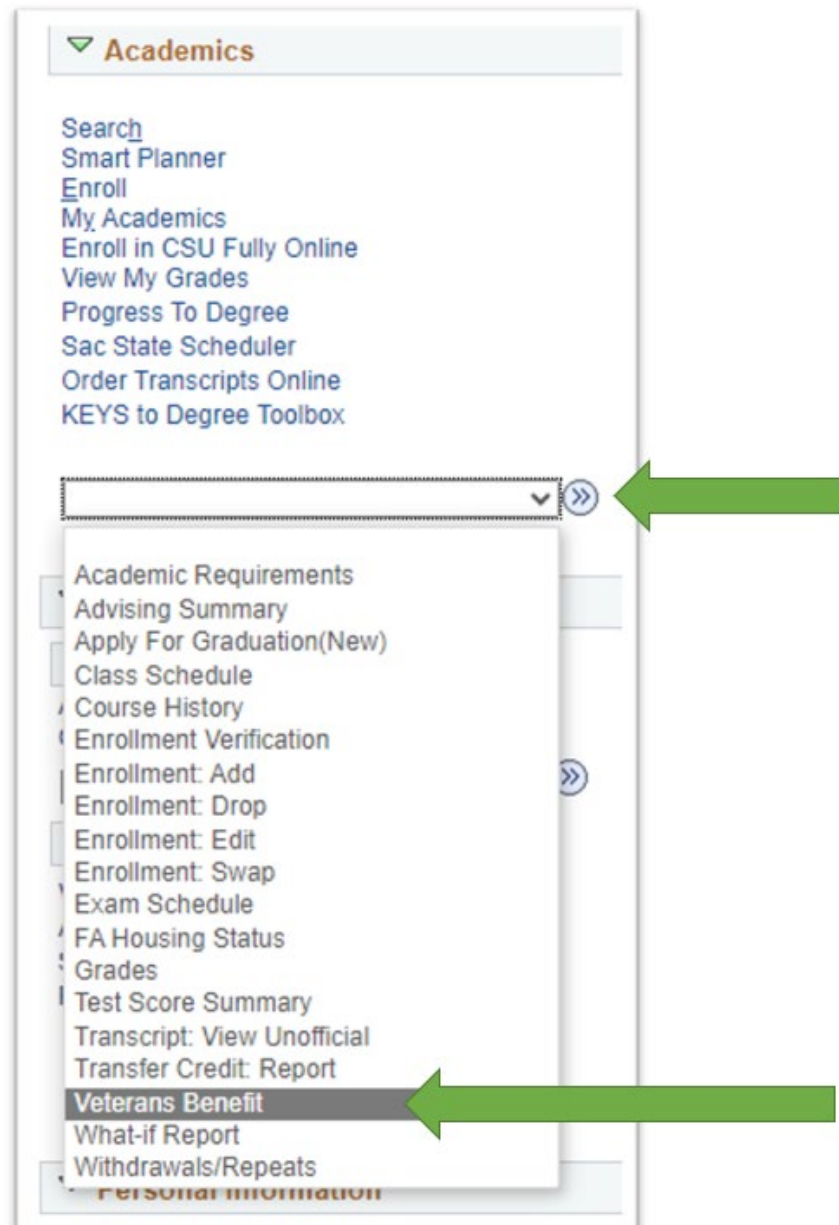
1. Open your browser and go to <https://my.csus.edu/>. Open your **Student Center**



2. Once you are logged into your **Student Center**, click on **Switch to Full Site**

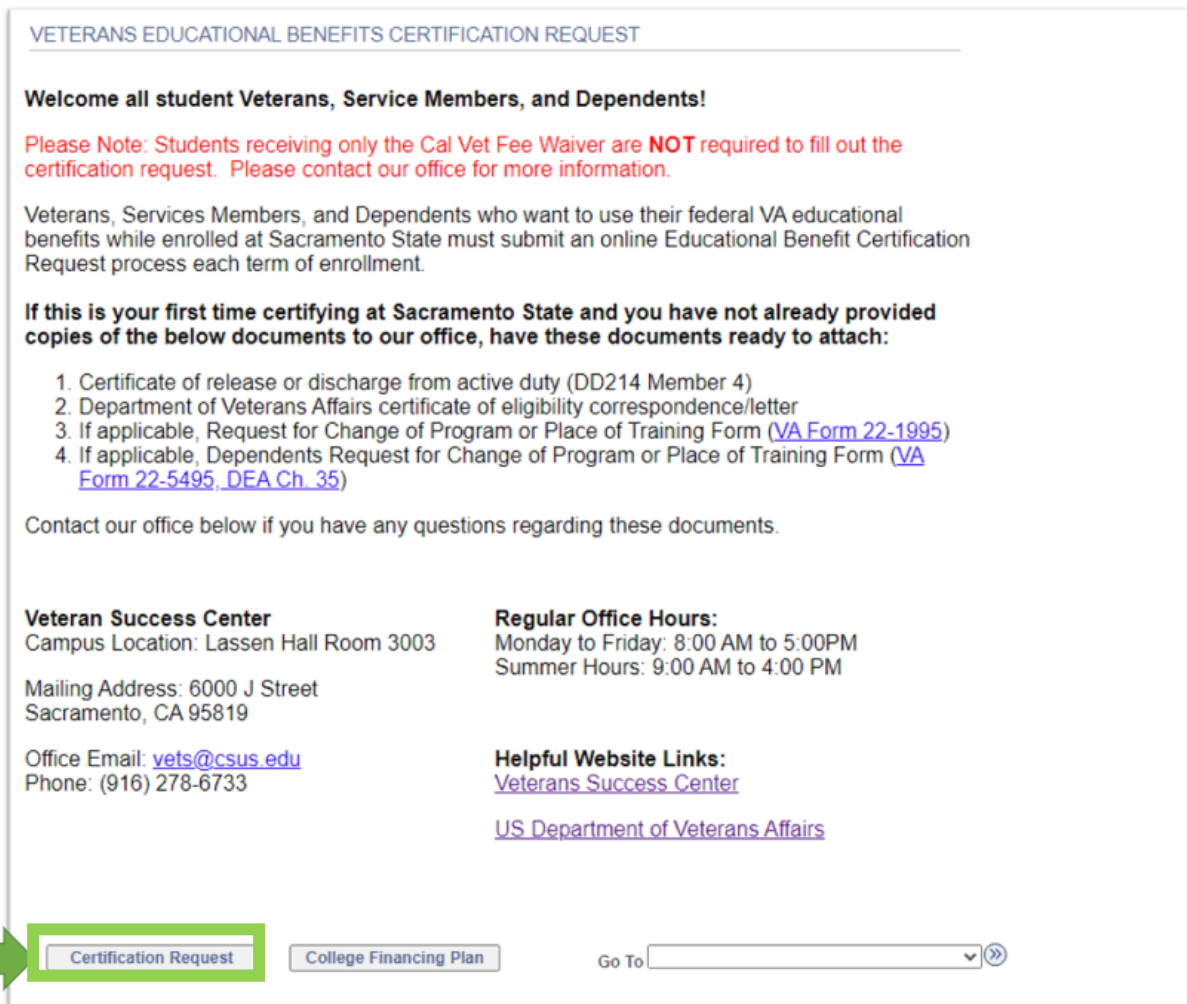


3. In your full site **Student Center**, navigate to the **Academics** section and in the dropdown select **Veterans Benefit**



Note: If you using the **Cal Vet Fee Waiver**, do not submit an enrollment certification request. You will need to submit your approved CalVet Fee waiver authorization letter each academic year by **emailing a .pdf attachment** to vets@csus.edu

4. The welcome page displays. Be ready to attach the required documents if this is the first time you are requesting certification at Sac State. Please read this page as it provides a list of required documents, Veterans Success Center contact information, and links to helpful sites.



VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Welcome all student Veterans, Service Members, and Dependents!

Please Note: Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the certification request. Please contact our office for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at Sacramento State must submit an online Educational Benefit Certification Request process each term of enrollment.

If this is your first time certifying at Sacramento State and you have not already provided copies of the below documents to our office, have these documents ready to attach:

1. Certificate of release or discharge from active duty (DD214 Member 4)
2. Department of Veterans Affairs certificate of eligibility correspondence/letter
3. If applicable, Request for Change of Program or Place of Training Form ([VA Form 22-1995](#))
4. If applicable, Dependents Request for Change of Program or Place of Training Form ([VA Form 22-5495, DEA Ch. 35](#))

Contact our office below if you have any questions regarding these documents.

Veteran Success Center Campus Location: Lassen Hall Room 3003 Mailing Address: 6000 J Street Sacramento, CA 95819 Office Email: vets@csus.edu Phone: (916) 278-6733	Regular Office Hours: Monday to Friday: 8:00 AM to 5:00PM Summer Hours: 9:00 AM to 4:00 PM Helpful Website Links: Veterans Success Center US Department of Veterans Affairs
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Certification Request **College Financing Plan** Go To

Click on **Certification Request** to proceed to the next step.

Note: Student's using benefits for the first time **must** submit a copy of their certificate of eligibility (COE)

You will now be directed to the
VETEARNS EDUCATIONAL BENEFITS CERTIFICATION REUQUEST

5. Select **Term** and complete the required fields (*) from the dropdown menus

The screenshot shows the 'VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST' form. The 'Institution' dropdown is set to 'Sacramento State'. The 'Term' dropdown is open, showing a list of terms: Fall 2022, Fall 2023, Fall 2024, Spring 2023, Spring 2024, Summer 2023, Summer 2024, Winter Intersession 2023, and Winter Intersession 2024. A green arrow points from the 'Term' label to the dropdown menu. The 'Benefit Information' section includes fields for *Veterans Service Branch, *VA Education Benefit, VA Education Benefit 2, VA Education Benefit 3, and *Relationship to Veteran (set to 'Self'). There are checkboxes for 'Select all that apply' with options: 'I am on Active Duty', 'I am in the Reserves', and 'I am in the National Guard'. A character count '254 characters remaining' is visible at the bottom right of the form.

The screenshot shows the completed 'VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST' form for 'Winter Intersession 2024'. The 'Institution' is 'Sacramento State' and the 'Term' is 'Winter Intersession 2024'. The 'Benefit Information' section includes fields for *Veterans Service Branch (set to 'Navy'), *VA Education Benefit (set to 'Chapter 35 - Dependents' Educational As'), VA Education Benefit 2, VA Education Benefit 3, *Chapter 35 File Number, and *Relationship to Veteran (set to 'Dependent'). There are checkboxes for 'Select all that apply' with options: 'I am on Active Duty', 'I am in the Reserves', and 'I am in the National Guard'. A character count '254 characters remaining' is visible at the bottom right of the form. At the bottom of the form, there are two buttons: 'Initiate Request' and 'Attachments', both highlighted with green boxes. A note at the bottom center reads: 'Attach any documentation that supports your certification request (if applicable)'.

6. Select **Initiate Request**

7. Select the **Attachments** link to add documents (e.g., COE, DD214)
PDF format only

Note: Select the **Initiate Request** link before adding attachments

*Chapter 35 students, your complete **file number and the Veterans full name** is required. The Veterans social security number (SSN) is the file number. Enter the Veterans full name in the **Questions/Instructions** section.*

Failure to annotate the complete Chapter 35 file number and Veterans full name will result in delays in the processing of your benefits.

The screenshot shows a VA benefits application form titled "Benefit Information for: Winter Intersession 2024". The form includes several dropdown menus and text input fields. A green box highlights the "Chapter 35 File Number" field, with a green arrow pointing to it from the right. Another green arrow points from the "Questions / Instructions" section to a red-bordered box containing the text: ****For Chapter 35 (DEA) student's ONLY****
Please enter sponsoring veterans full name. The "Questions / Instructions" section also contains a "254 characters remaining" indicator and an "Attachments" button. The form also includes a "Relationship to Veteran" dropdown menu set to "Dependent" and a "Select all that apply" section with checkboxes for "I am a", "I am a", and "I am a".

Benefit Information for: Winter Intersession 2024

*Veterans Service Branch: Navy

*VA Education Benefit: Chapter 35 - Dependents' Educational As: v

VA Education Benefit 2: v

VA Education Benefit 3: v

*Chapter 35 File Number:

*Relationship to Veteran: Dependent

Select all that apply

☐ I am a

☐ I am a

☐ I am a

Questions / Instructions

If you have any questions, use the comment box below or call the Veterans Success Center at (916) 278-6733. Questions in the comment box will be answered in 1-2 business days.

Attachments

Questions / Instructions

****For Chapter 35 (DEA) student's ONLY****
Please enter sponsoring veterans full name

254 characters remaining

Attach any documentation that supports your certification request (if applicable).

Attachments

8. Select Classes to certify

Enrollment to Certify for: Spring 2023

The VA requires Sacramento State to verify progress toward your degree.

The Veteran Success Center will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

My Class Schedule - Spring 2023

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	ACCY	1	07	Accounting Fundamentals	3.00	Enrolled		11/16/22
<input checked="" type="checkbox"/>	CM	20	01	Constructn Materl+Process	3.00	Enrolled		12/08/22
<input checked="" type="checkbox"/>	CM	20	02	Constructn Materl+Process		Enrolled		12/08/22
<input checked="" type="checkbox"/>	COMS	4	15	Intro Public Speaking	3.00	Enrolled		11/15/22
<input checked="" type="checkbox"/>	ECON	1A	02	Intro Macroeconomic Analy	3.00	Enrolled		11/14/22
<input checked="" type="checkbox"/>	MATH	26A	05	Calculus I Soc+Life Sci	3.00	Enrolled		11/14/22

Spring 2023

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes I must notify Sacramento State Veteran Success Center immediately.

Total Term Units: 15.00

Select Classes to Certify



Note: When you are submitting your certification request, you are stating that your schedule is final and complete and you understand that if my schedule changes you must notify Sacramento State Veterans Success Center immediately.

9. You must **Read and Acknowledge** the following statements and select that you understand and agree to the conditions.

Sacramento State

Fall 2023

The Veteran Success Center at Sacramento State submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Vocational Rehabilitation programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in accordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for courses on your degree plan that satisfy requirements outlined by the curriculum guide for your program of study (your major or education plan).
- The VA calculates monthly housing allowance (MHA) based on your length of service percentage, the location you attend most of your classes, the teaching modality (online vs. in person), and the number of units you are enrolled in each term (rate of pursuit). Each of these factors may impact the amount of MHA you receive. Contact your School Certifying Official with any questions about MHA.
- In order to remain eligible for VA educational benefits, I understand that I must continue to make satisfactory academic progress towards my educational objective. Failure to make satisfactory progress may result in suspension or termination of VA educational benefits.
- Unless documented mitigating circumstances exist, the VA will not pay for courses for which a student receives a non-punitive grade, where no credit is earned, such as NC. Students who receive a grade of NC at the end of the term may incur a debt to the VA for overpayment of benefits throughout the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the [GI Bill Trademark terms of use](#).

Read and Acknowledge:

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to the Veteran Success Center.
- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
- It is my responsibility to notify the Veteran Success Center of any changes made to my course schedule within 7 days. Failure to do so may result in a debt to the VA for overpayment of benefits during the term.
- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

☐ **I understand and agree to the above conditions and the information provided is true and correct.**



10. Select the classes you wish to be certified and **Submit Request**

Request Classes for Certification								
Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	COMS	100B	04	Rhetoric and Social Influence	3.00	Enrolled		04/24/23
<input checked="" type="checkbox"/>	COMS	116	02	Intercultural Communicatn	3.00	Enrolled		05/10/23
<input checked="" type="checkbox"/>	ETHN	11	04	Intro to Ethnic Studies	3.00	Enrolled		04/24/23
<input checked="" type="checkbox"/>	JOUR	116	01	Data Visualization	3.00	Enrolled		04/27/23
<input checked="" type="checkbox"/>	POLS	150	02	American Governments	3.00	Enrolled		04/24/23

Go To

11. Select **Return** to go to the previous page

12. Your request **status** will now show as **initiated**

Once your request is **submitted**, our office can begin processing your benefits.

If you have any questions, comments, or concerns, please reach out the Veterans Success Center via email vets@csus.edu or by phone at (916)278-6733.

***Note:** To submit a change to certified classes, you are required to resubmit your request by selecting the **Update Classes to Certify** button. You will need to contact the Veteran Success Center notifying the changes made to your certification request.*