HOW TO REQUEST VETERANS BENEFIT CERTIFICATION
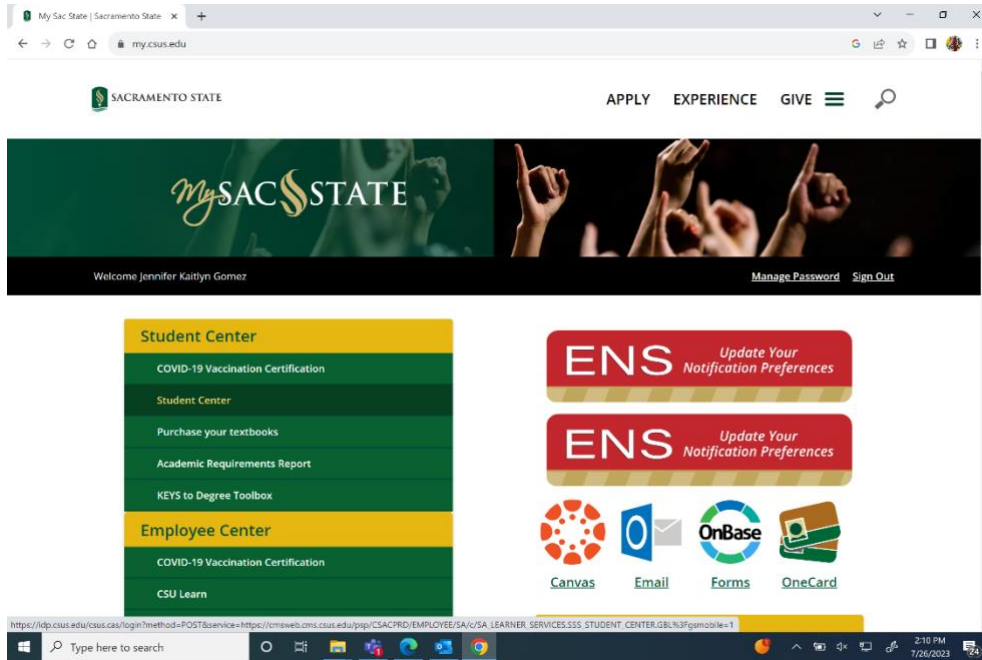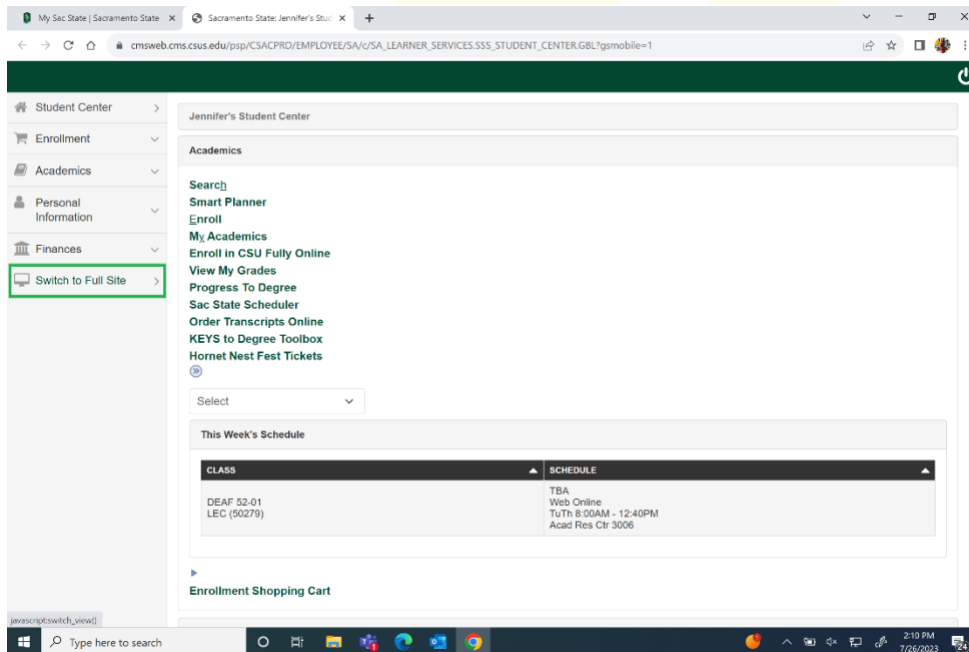### California State University, Sacramento
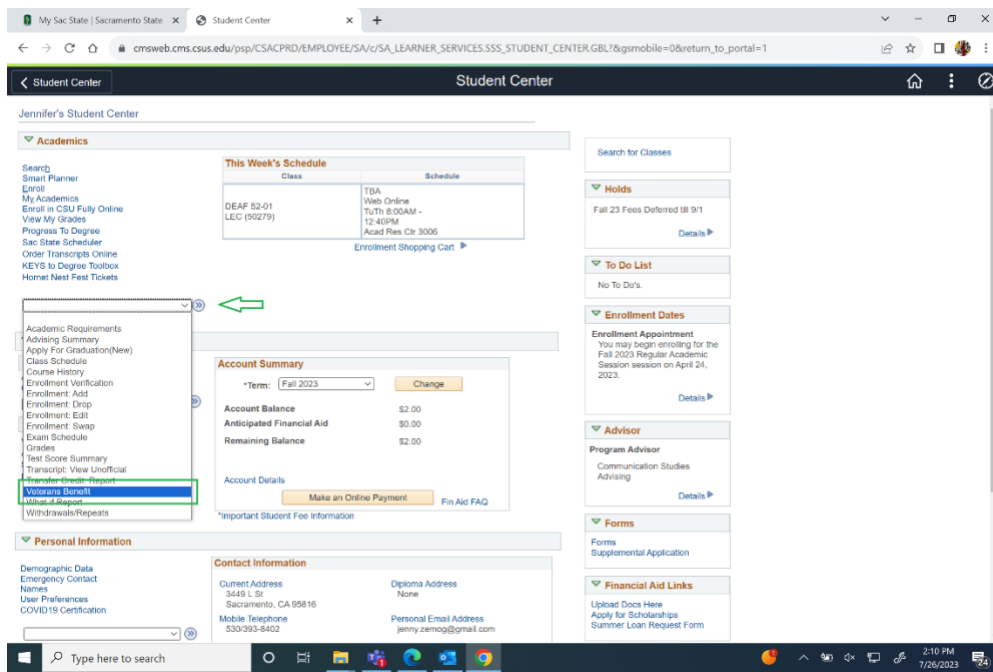
1. Open your browser and go to https://my.csus.edu/. Open your student center.

2. Once you are logged into your student center, switch to view the full site.

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

*Note: If you plan to receive **only the Cal Vet Fee Waiver,** you **should not** request VA education benefit certification for your classes. However, you should upload an approved Cal Vet 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. To proceed, select the Certification Request button.
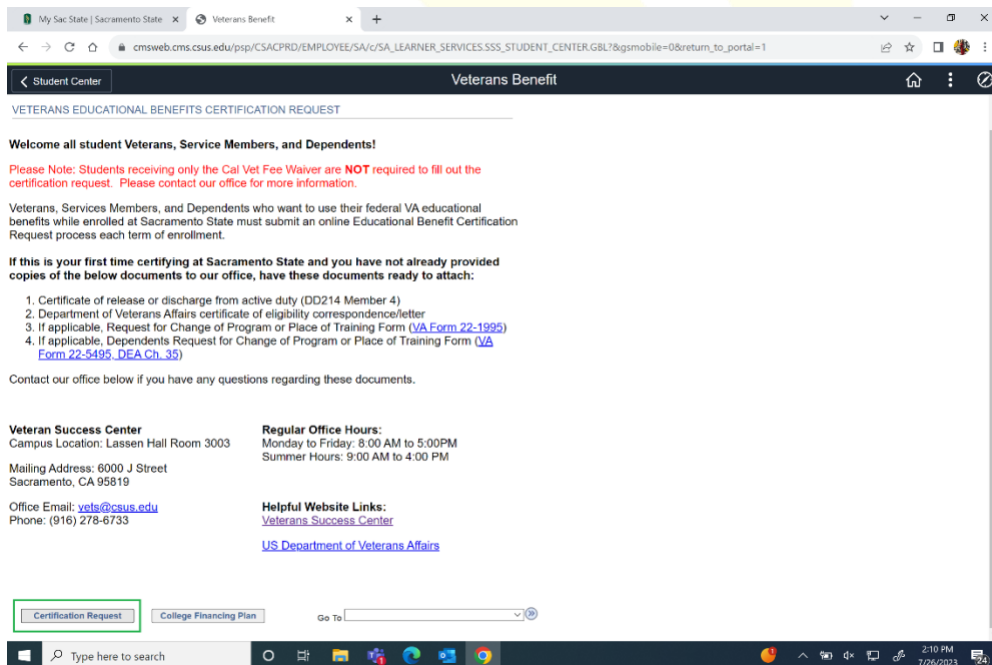
5. The Certification Request page displays. Here you will: **select the term you wish to request certification for.** By default, all sections on the Certification Request page are blank and greyed out except for the button to return to the Welcome page.

6. In the 3 drop-down menus, make your selections for:

      1. Your veterans service branch or that of your parent/guardian/spouse if you are a dependent
      2. The type of VA education benefits you are using (e.g., Chapter number)
      3. Your relationship to the Veteran (self, spouse or dependent)
      4. In the "Questions/Instructions" box (optional), enter details or questions you have for the VSC about benefits for this term.
      5. Select the Initiate Request button.
    *** Selecting Chapter 35, Dependents' Educational Assistance, will display a Chapter 35 File Number box (not shown). Be sure to enter your file number which is the sponsoring veterans SSN. ***

A pop-up window displays to alert you that selecting Initiate Request only saves your application; **your certification process is not complete.** You still need to upload the required documents (one time only), enroll in classes for this term if you haven't already done so, and select classes to certify. Your School Certifying Official (SCO) will be able to view your application and answer any questions you entered in 2 to 3 business days. Select the OK button to proceed.

The Attachments page displays for the selected term. All veterans, service members, and dependents are required to attach the following documents one time only: 1. Certificate of Release or Discharge from Active Duty (DD214 Member 4), AND 2. Department of Veterans Affairs Certificate of Eligibility correspondence/letter.

From the File Type drop-down menu, select the kind of document to upload (e.g. Certificate of Eligibility). Select the Add Attachment button that appears. In the File Attachment pop-up window that displays, choose the file from your device and upload it (JPG, PNG, DOC, PDF,). Once your file is uploaded through the Attachments page:

     1. A pop-up confirms that your file has uploaded. Select OK to close it.

     2. Your file displays in the File Attachments table. Select View to open it if desired.

Once you have enrolled in classes for the term, you are ready to request certification for the courses in your schedule. Your schedule will auto populate here once you are enrolled.

7. Choose the classes you want to request to be certified to the VA and select the **Select Classes to Certify** button below the "My Class Schedule" table (the example says "update classes to certify).

Enrollment to Certify for: Fall 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 - Fall 2023

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date	
☑	COMS	100B	04	Rhetoric and Social Influence	3.00	Enrolled		04/24/23	
☑	COMS	116	02	Intercultural Communicatn	3.00	Enrolled		05/10/23	
☑	ETHN	11	04	Intro to Ethnic Studies	3.00	Enrolled		04/24/23	
☑	JOUR	116	01	Data Visualization	3.00	Enrolled		04/27/23	
☑	POLS	150	02	American Governments	3.00	Enrolled		04/24/23	

Fall 2023

The certification request for this term has already been completed. To submit a change to certified classes, select the "Update Classes to Certify" button. Contact the Veteran Success Center if you have any questions or need to make other changes.

Submitted Date: 04/24/2023
Requested Unit(s): 15

Total Term Units: 15.00   Update Classes to Certify

Welcome Page   Go To _____ ⌄ »

This page reviews what you can expect from this process and what Sacramento State University expects from you. **PLEASE READ AND ACKNOWLEDGE THIS PAGE.**

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.**

8. Once you read and acknowledge and check the box, click submit request.

Read and Acknowledge:

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

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- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
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- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

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Request Classes for Certification

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
☑	COMS	100B	04	Rhetoric and Social Influence	3.00	Enrolled		04/24/23
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☑	JOUR	116	01	Data Visualization	3.00	Enrolled		04/27/23
☑	POLS	150	02	American Governments	3.00	Enrolled		04/24/23

| Submit Request | Return | Go To |

Your request has been successfully submitted! Once the Veteran Success Center finishes reviewing your request, you will receive a confirmation email in your Outlook.

Message

Your request has been successfully submitted. (30520,13)

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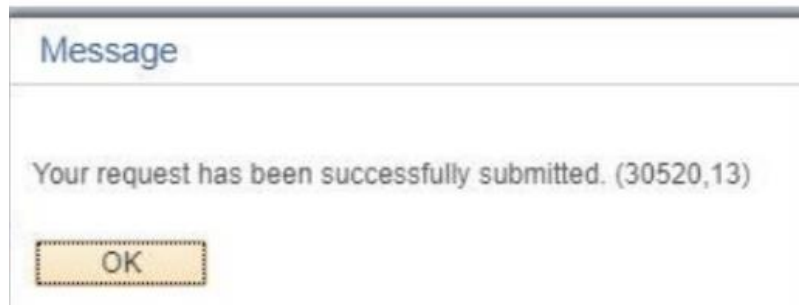
Should you have any questions, comments, or concerns, please reach out the the Veterans Success Center via email **vets@csus.edu** or phone **(916)278-6733.**