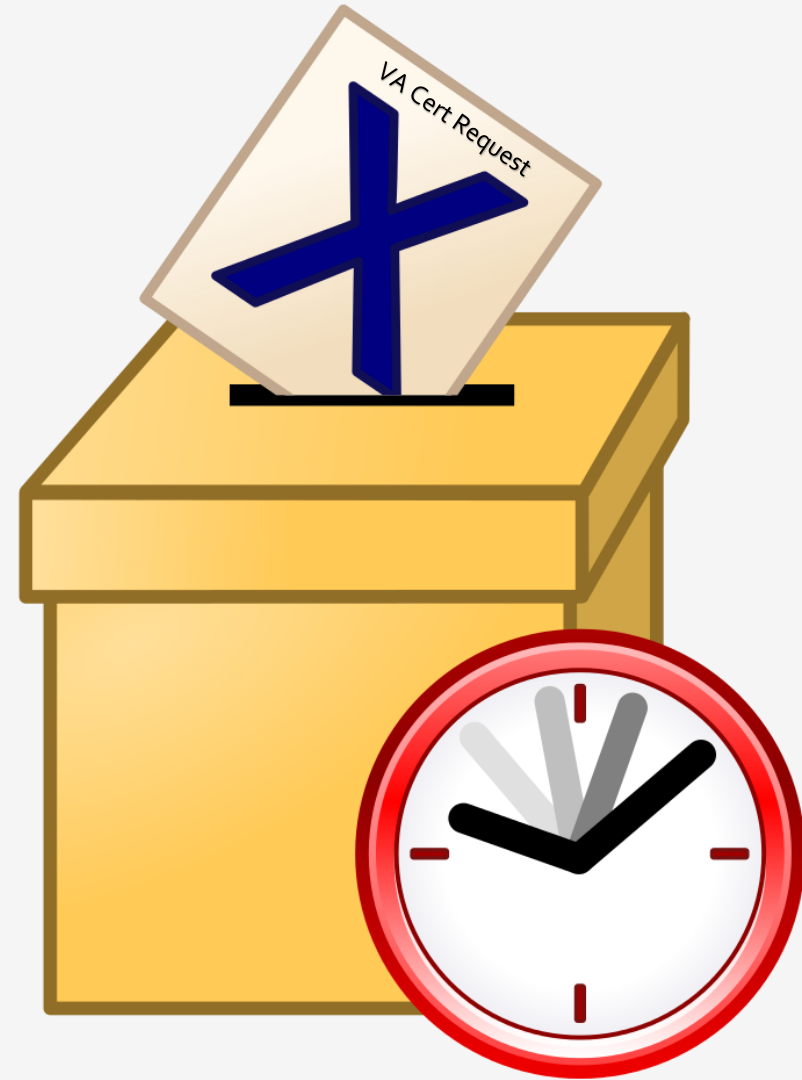


HOW TO SUBMIT A VA CERTIFICATION REQUEST



Each semester a student wishes to use his/her VA education benefits, he/she must submit a VA Certification Request through his/her student portal.



Login to your Southeast Student Portal and select the **Students SS** tab.

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873

Home Sites Student **Student SS** Alumni Faculty Faculty SS Employee Employee SS Student Email

Home Community > Student SS

Banner Self Service

- Banner Self-Service
 - Personal Information
 - Alumni and Friends
 - Student
 - Admissions
 - Registration
 - Student Records
 - Account Summary
 - Display Chartwells Balance
 - Textbook Rental Detail
 - Apply To Graduate
 - Graduation Application Status
 - Parking Services
 - Residence Life Housing Portal
 - Financial Aid
 - Faculty and Advisors
 - Employee
 - Southeast Employee Processes
 - Southeast Student Processes

My Courses

Course List

Courses yet to be registered.

Academic Profile

Primary

No Data Found for Curriculum

Registration Tools (Hours:7 am-9 pm daily)

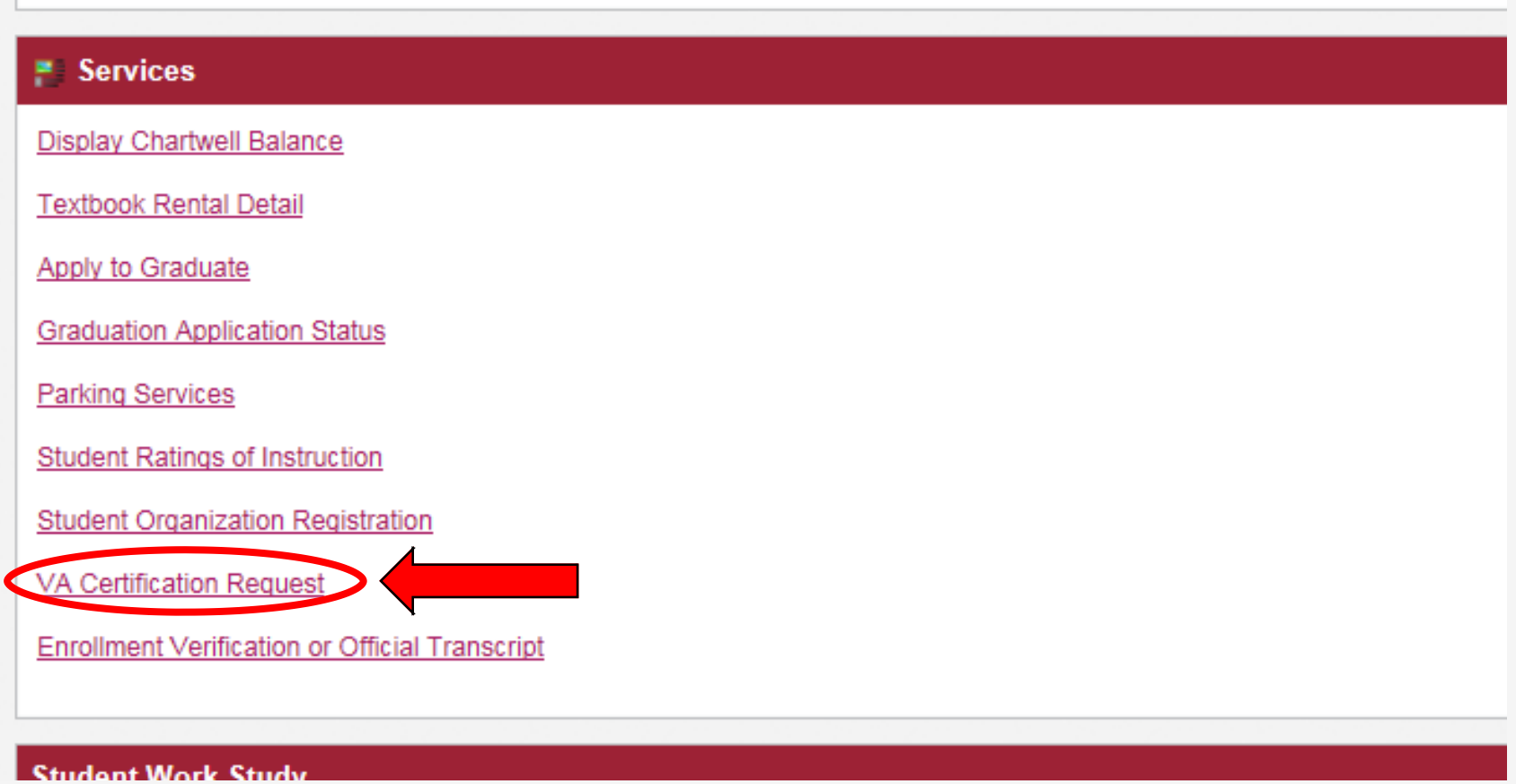
- [Undergraduate Textbook Information \(100-500 level Courses\)](#)
- [Retail undergraduate supplemental materials and Graduate Textbooks to be purchased at Southeast Bookstore](#)
- [Registration Status](#)
- [Look Up Classes](#)
- [Add or Drop Classes](#)
- [Student Class Schedule with Building and Room](#)
- [Account Summary](#)

Personal Information

- [Update Addresses and Phones](#)
- [Update E-mail Addresses](#)
- [Update Emergency Contacts](#)

Current Student Checklist

In the Services block, select the **VA Certification Request** hyperlink.



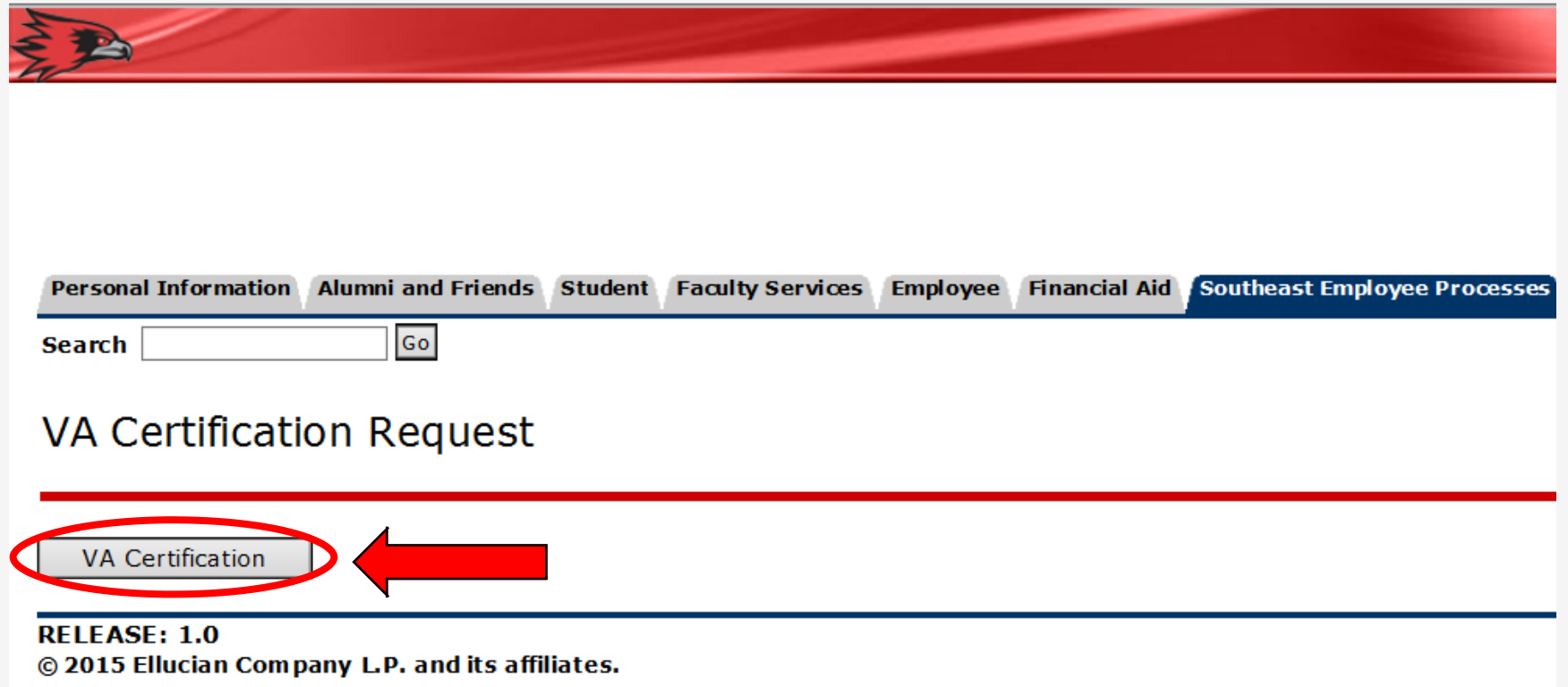
The image shows a screenshot of a web application interface. At the top, there is a dark red header bar with the word "Services" in white text. Below this header, a list of service links is displayed in a light purple font, each underlined. The links are: "Display Chartwell Balance", "Textbook Rental Detail", "Apply to Graduate", "Graduation Application Status", "Parking Services", "Student Ratings of Instruction", "Student Organization Registration", "VA Certification Request", and "Enrollment Verification or Official Transcript". The "VA Certification Request" link is circled in red, and a large red arrow points to it from the right. Below the list of services, there is another dark red header bar with the text "Student Work Study" in white.

Services

- [Display Chartwell Balance](#)
- [Textbook Rental Detail](#)
- [Apply to Graduate](#)
- [Graduation Application Status](#)
- [Parking Services](#)
- [Student Ratings of Instruction](#)
- [Student Organization Registration](#)
- [VA Certification Request](#)
- [Enrollment Verification or Official Transcript](#)

Student Work Study

Select the **VA Certification** button



The screenshot shows a web application interface. At the top is a red header with a white eagle logo on the left. Below the header is a navigation bar with several tabs: "Personal Information", "Alumni and Friends", "Student", "Faculty Services", "Employee", "Financial Aid", and "Southeast Employee Processes". The "Southeast Employee Processes" tab is highlighted in dark blue. Below the navigation bar is a search bar with the text "Search" and a "Go" button. Underneath the search bar is the text "VA Certification Request". A horizontal red line separates this section from the next. Below the line is a button labeled "VA Certification", which is circled in red. A red arrow points to the right towards this button. At the bottom of the page, there is a blue horizontal line, followed by the text "RELEASE: 1.0" and "© 2015 Ellucian Company L.P. and its affiliates."

Click on
the **Fill
Out Form**
button.

**If multiple
terms are open
for submission,
you'll see those
additional terms
them as well.*



Southeast Missouri State University

VA Certification Request

This form is used to request information be sent to the VA for VA educational benefits. This form must be submitted for every semester that you wish to receive benefits. This form can only be completed after you have enrolled for the semester. Please allow up to five business days for your request to be processed by Southeast.

Last Name: Smith First Name: John

Terms you have requested or wish to request benefits for:

<u>Term</u>	<u>Submitted</u>	<u>Certified On</u>	Fill Out Form
Fall 2015	No	N/A	



If you have any questions, please contact Amanda Woods, School Certifying Official in the Office of Military and Veterans Services at vacertification@semo.edu or 573-651-2263

Carefully read the VA Certification Request Statement of Understanding. If you agree to the terms, click the **radio button** beside “I agree...” and then click the **Submit** button.

Southeast Missouri State University

VA Certification Request

This form is used to request information be sent to the VA for VA educational benefits. This form is used to request information be sent to the VA for VA educational benefits. Complete only AFTER you have enrolled for the semester indicated below. Please do not turn in this form before you have enrolled in classes.

Last Name: Smith First Name: John
Semester and Year: Fall 2015 Southeast ID: S01234567

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING. IT IS YOUR RESPONSIBILITY TO UNDERSTAND THE INFORMATION ON THIS FORM.

I understand that I will receive benefits only for courses applying toward my degree objective. If the course is not listed as a requirement on my degree audit, that course will not be certified and I will not receive benefits for it.

I understand that the VA's definition of full-time is not necessarily the same as Southeast's definition of full-time. Courses taken during separate parts of the term (eight-week sessions, winter intersession, etc.) during the same semester are treated as separate terms for VA purposes. For additional information about what constitutes full-time enrollment for various parts of term, please contact the School Certifying Official.

I understand that a reduction in course enrollment after the beginning of the semester or not maintaining regular attendance in classes may result in the retroactive loss of benefits which may require me to pay money back to the VA, unless the VA finds mitigating circumstances involved in the change. Loss of benefits could revert to the first day of class. Courses added during the drop/add period are considered by the VA to be added on the day the course was added, not the first day of the semester. Dropped courses are based on my last date of attendance of a course whether I officially drop the course from my schedule or not.

I understand that if I receive a monthly VA check, my check will arrive no earlier than the month following the month I actually attended class. I understand that I am responsible for making any necessary payments on time to Southeast even if my VA check has not yet arrived. (Chapter 31 and 33 students must also make arrangements to pay for expenses not covered by their program even if the monthly stipend, housing allowance, or book allowance has not been received.) Failure to make arrangements/payments with Student Financial Services may cause my classes to be dropped.

I understand that I must complete this form for every semester I wish to receive VA educational benefits. Failure to enroll on my priority registration date and to complete this form as soon as I complete enrollment for classes may cause a delay in my benefits for a semester. I understand that my enrollment, attendance, and other academic information will be shared with the VA and other agencies as needed for the processing, verification, and auditing of my benefits.

I am aware that changes in my enrollment/attendance may alter the payment the VA will award me or Southeast. I also understand that I will be held liable for any overpayment that I might receive from the VA. *I hereby certify that all statements I will make on this form are true and complete to the best of my knowledge and belief.*

I agree that I have reviewed and understand the above information.

Submit

Fill out all sections that are not already prepopulated.

Last Name: Smith First Name: John
Semester and Year: Fall Southeast ID: S01234567
VA File Number: 123456789 Social Security Number: 123-45-6789

Prepopulated Information. If incorrect, please contact our office

Please select all that apply. I am...

- Military Veteran
- Spouse of a veteran
- Dependent of a veteran

Select (One) Corresponding Status

Your address (where correspondence from the VA should be sent):

Street:
Street (cont):
City:
State:
Zip:

Enter your current mailing address

Your Southeast email address will be used by the Southeast VA Certifying Official for all Southeast-related correspondence.

VA Program (select one):

- Chapter 33 (Post 9/11 Bill, including Fry Scholarship; you must re-apply through the VA if you are switching from Chapter 30, 1606, or 1607)
- Chapter 30 (Current/Former Active Duty)
- Chapter 31 (Vocational Rehabilitation and Employment)
Counselor Name:
- Chapter 35 (Dependent of disabled or deceased veteran.)
- Chapter 1606 (Reserve or National Guard)
- Chapter 1607 (REAP; Reserve or National Guard activated since 09/11/2001.)

Select Proper Benefit

Are you currently on Active Duty?

- Yes
- No

Only select Yes if you are on current, Active Duty military orders

Continuation
of form.

Once all
sections of
the form are
completed,
click the
Submit
button.

~~~~~  
**Which degree and major are you pursuing?**

(If your degree/major listed below is not correct, you must declare the correct degree/major with the appropriate department before completing this form. If more than one degree/major is listed below, you will need to select one major for your courses to be certified towards. Only courses listed as a requirement on your degree audit for that major will be certified. Courses can only be certified towards degree-granting majors.)

**Degree:** Bachelor of Science  
**Major:** Political Science (BS)  
**Minor:** Military Science

Prepopulated Information. If incorrect, you'll need to officially declare your correct major. Contact your advisor immediately.

~~~~~  
Are you repeating any courses?

(Repeated courses can only be certified if a higher grade is required for your degree. A repeated course can only be certified the first time it is repeated. If you are repeating courses, please list them in the area provided.)

Yes
No

~~~~~

Answer accordingly. If answered Yes, please provide the subject & course number

~~~~~  
Does your enrollment include a practicum, internship or clinicals for this semester?

(If yes, please list the course(s) in the area provided.)

Yes
No

~~~~~

Answer accordingly. If answered Yes, please provide the subject & course number

~~~~~  
Are you enrolled in courses at a different university this semester?

(If yes, please list those courses and the school in the area provided. You will also need to contact the VA School Certifying Official at your other school.)


Yes
No

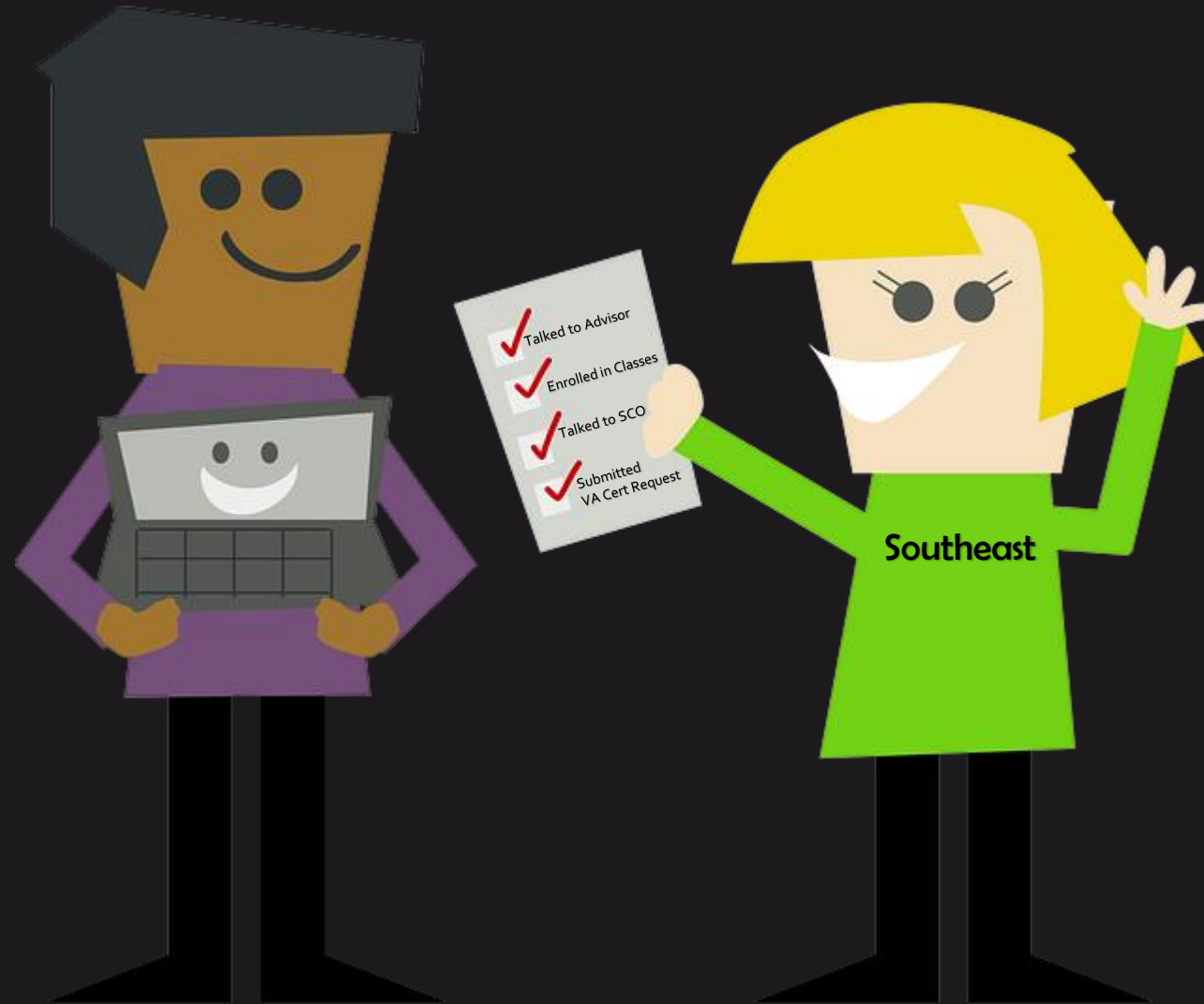
~~~~~

Answer accordingly. If answered Yes, enter the name of the secondary school and send a copy of your class schedule from that institution to the Certifying Official.

~~~~~

Error Messages

- You may get an error message after submitting that reads you do not have a Certificate of Eligibility (COE) on file. If you know you've already submitted one, please ignore the error. However, if you haven't, please submit a copy to Amanda Woods, for your VA student file.
 - After submitting, there may be a hyperlink that reads something similar to RETURN TO MAIN MENU. When you click that, you will get a registration error message. Don't worry about that either. It's a technical glitch that can't be fixed, unless the entire program is rewritten. You are still enrolled in classes.
- 



Once submitted, your VA Certification Request is automatically sent to the VA School Certifying Official for review. You may contact the SCO with questions at 573-651-2263 or vacertification@semo.edu.