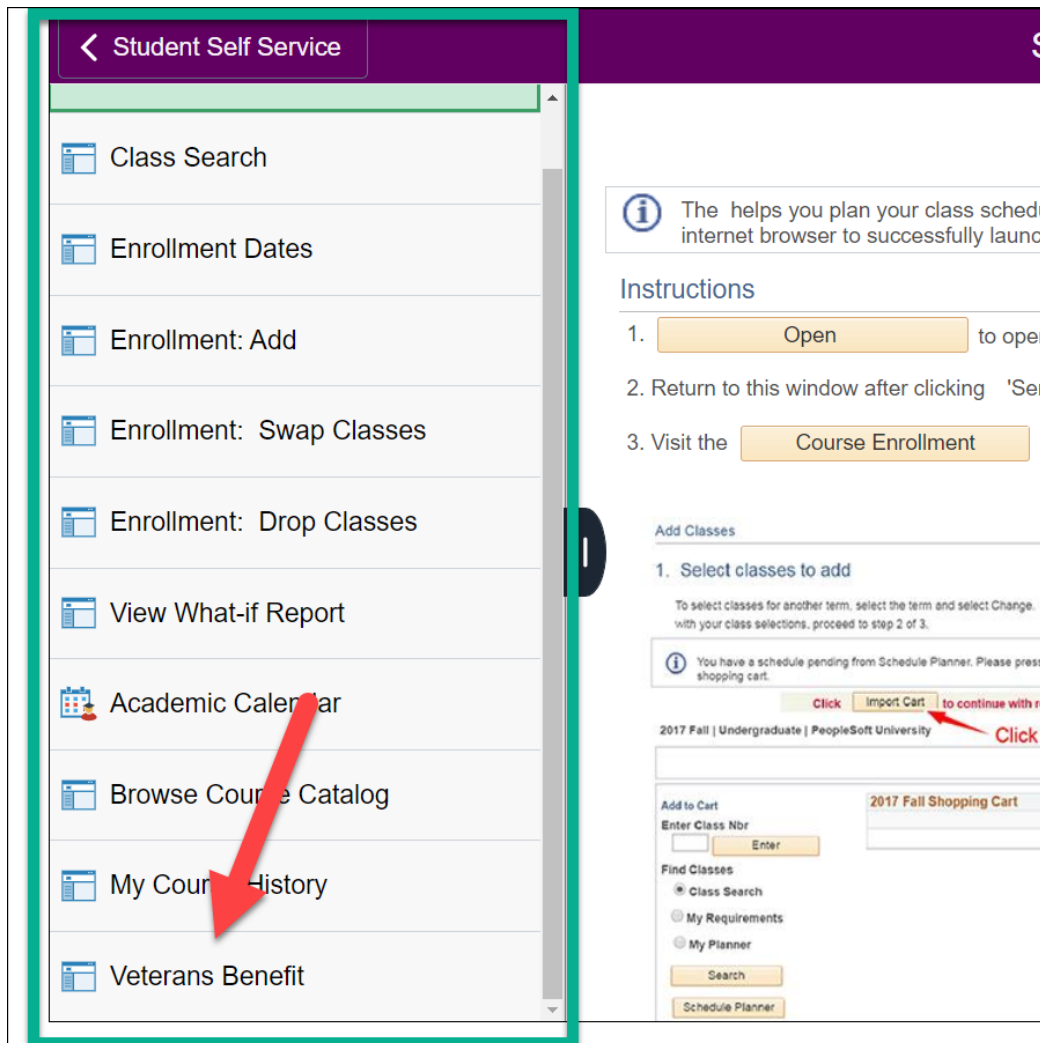


# Veterans Educational Benefits Certification Request

Beginning Fall 2021, requests for certification must be submitted via your Student Center. This replaces the Semester Class Enrollment form. No additional forms are required to request certification each semester.

## Instructions

1. In Student Self Service in MySSU, click the "Enrollment" tile. Scroll to the bottom of the left-hand list and click "Veterans Benefit."



2. At the Veterans Educational Benefits Certification Request page, read the information and select Certification Request.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

**Welcome all student Veterans, Service Members, and Dependents!**

**Please Note:** Students receiving the Cal Vet Fee Waiver should **NOT** fill out the certification request. Please email the fee waiver authorization letter to [finaid@sonoma.edu](mailto:finaid@sonoma.edu).

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

**Students using chapters 31 or 33:** The VA is not billed for charges until after the end of add/drop each semester. **If 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

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

**VA School Certifying Official : Julia Ibañez**  
Campus Location: Financial Aid Office, Salazar Hall

Office Email: [julia.ibanez@sonoma.edu](mailto:julia.ibanez@sonoma.edu)  
Phone: (707) 664-3173  
Fax: (707) 664-4242

**Military and Veteran Resource Center**  
Campus Location: Schulz 1121A

**Helpful Website Links:**  
[MAVRC Homepage](#)  
[US Department of Veterans Affairs](#)

go to ...

Certification Request

- Select the term you are requesting certification for from the drop-down menu.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution

**3** Term

Your Veterans Benefits for this Term				
Term	Description	Seq#	Status	Certify

**Benefit Information**

\*Veterans Service Branch:

\*VA Education Benefit:

\*Relationship to Veteran:

**Select all that apply**

I am on Active Duty

I am in the Reserves

I am in the National Guard

Questions / Instructions

254 characters remaining

If you have any questions, use the comment box below or contact the School C  
Official at (707) 664-3173.

**5**

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

**6**

- Complete the required fields (marked with an asterisk) from the drop-down menus.
- Select Initiate Request.
- If applicable, select Attachments.
  - Select the appropriate file type and select Add Attachment.
  - Select Return when you are done adding attachments.
- Click the Select Classes to Certify button to request certification.

#### Enrollment to Certify for: Fall 2021

The VA requires Sonoma State University to verify progress toward your degree.

The School Certifying Official will monitor your coursework and will use your Academic Requirements 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 contacted by our office and/or referred to your Academic Advisor .

#### My Class Schedule - Fall 2021

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	BUS	320	001	Bus Data Analysis & Interpret	4.00	Enrolled		04/14/21
<input type="checkbox"/>	BUS	350	001	Management	4.00	Enrolled		04/14/21
<input type="checkbox"/>	BUS	370	001	Intro Managerial Finance	4.00	Enrolled		04/14/21
<input type="checkbox"/>	BUS	370	003	Intro Managerial Finance	4.00	Dropped		04/14/21
<input type="checkbox"/>	BUS	393	001	Intro to Int'l Business	4.00	Enrolled		04/14/21

**Fall 2021**

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 the School Certifying Official immediately.

Total Term Units: 16.00

**7**

8. Read the displayed information and be sure to click the acknowledgement checkbox.

**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 School Certifying Official.
- 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 School Certifying Official 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.

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

**Request Classes for Certification**

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	BUS	320	001	Bus Data Analysis & Interpret	4.00	Enrolled		04/14/21
<input checked="" type="checkbox"/>	BUS	350	001	Management	4.00	Enrolled		04/14/21
<input checked="" type="checkbox"/>	BUS	370	001	Intro Managerial Finance	4.00	Enrolled		04/14/21
<input type="checkbox"/>	BUS	370	003	Intro Managerial Finance	4.00	Dropped		04/14/21
<input checked="" type="checkbox"/>	BUS	393	001	Intro to Int'l Business	4.00	Enrolled		04/14/21

**9**

go to ...

**10**

[Submit Request](#)

**11**

[Return](#)

9. Check the box next to each class you are requesting be certified.
10. Click Submit Request button. Your certification request has been submitted.
11. Click the Return button to return to the Veterans Educational Benefits Certification Request page.

12. The classes selected for certification will be indicated with a checkmark in the Cert Request field. The red and blue term box will display the Submitted Date and Requested Unit(s).

**Enrollment to Certify for: Fall 2021**

The VA requires Sonoma State University to verify progress toward your degree.

The School Certifying Official will monitor your coursework and will use your Academic Requirements 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 contacted by our office and/or referred to your Academic Advisor .

**My Class Schedule - Fall 2021**

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**Total Term Units: 16.00**

Select Classes to Certify