



Department of Military and Veteran Services
 907-474-7400
 Fax Number: (907) 474-7444
 uaf-va@alaska.edu

FA 22-1999

Military and
 Veteran Services

Certification Request Form

*To be submitted after registration is complete

Year: 20____ Semester: Fall Spring Summer

Full Name _____

Student ID _____

UA Email _____@alaska.edu

Phone _____

Street Address _____ City _____ State _____ Zip _____

Degree Program: _____ Have you changed your major since last semester? No Yes

I am:

- A returning UAF student and using the same educational benefit.
- New to using benefits or new to UAF. New students must submit a Certificate of Eligibility or Summary of Benefits from <https://www.ebenefits.va.gov/ebenefits/homepage> account to uaf-va@alaska.edu before certification can occur.
- Transferring:** I previously applied for VA Education Benefits while attending another school. I authorize UAF to notify the VA Regional Processing Office that I have changed schools. I have submitted the VA Change Form.

Please check which benefit you are using.

- Post 9/11 Chapter 33 (Select One: Veteran OR Transferred Benefit
 * Are you using Tuition Assistance with Post 9/11 Benefits? Yes NO
- Montgomery GI Bill® Chapter 30
- National Guard or Active Reservist Chapter 1606
- Reservist who served active duty Chapter 1607
- Dependent of deceased or 100% disabled veteran Chapter 35
 File Number/Sponsor Social Security Number: _____
- Vocational Rehabilitation Chapter 31
 (Must have a current 1905 on file from counselor to be certified.)
 Voc Rehab Counselor:
 - Tom Clark
 - Ann LeFavor
 - Tommie Hutto
 - Other- Counselor's Email: _____

- I understand Certifications or adjustments turned in **after** the first day of class may not be certified by the University's fee payment deadline. (Please choose one of the following.)
- 1606/Chapter 30 or 35 Students ONLY: I understand that it is my responsibility to pay all tuition and fees to UAF by the fee payment date. Failure to do so may result in fees and penalties, to include being dropped from courses for nonpayment, which the VA will not cover.
 - Chapter 31 or 33 Students ONLY: New students must turn in a Statement of Benefits or Certificate of Eligibility no later than the first day of class to receive a deferred payment process. Current students must submit their Certification Request Form no later than the first day of class to be certified by add/drop. If a student turns in these forms after the first day of class, a student could incur late fees or depending how late the forms were turned in, could be dropped for non-payment. If a student turns in the required forms by the first day of class and all of their classes are certifiable (required for their degree plan), they will receive a deferred payment process until the VA pays UAF.
- I understand If I am utilizing VA Educational Benefits, I am responsible for the tuition and fees for all courses that are not **required** for my degree plan.
- I understand If I am utilizing Chapters 31 or 33 benefits, and take a course load that is half time or lower (1-6 credits) I will not qualify for any MHA (housing stipend) from the VA.
- I understand The VA counts certified courses and dates of attendance when calculating rate of pursuit for MHA benefits. If utilizing Chapters 31 or 33 benefits, the rate of pursuit will be applied to any MHA payment qualified for. The MHA will be prorated for partial months of attendance. MHA will be paid on the 1st of the month for the previous months attendance. VA does not cover meal plans or campus housing (dorms). The student is responsible for those fees.
- I understand UAF School Certifying Officials will send communication to my UA email account with regards to VA certifications if there are any concerns or oddities. (It is your responsibility to check or forward this email to an account that you monitor frequently.)
- I understand I must complete a Certificate Adjustment Form any time my schedule changes after my initial certification. Any changes may create a debt with the VA.

CERTIFICATION: By signing this document, I confirm that my schedule is complete and I understand only eligible courses will be certified with the VA and I am responsible for all charges not covered by the VA benefits by the payment deadline. The deadline to submit this form to guarantee processing before the payment deadline is the first day of classes. If I add or drop courses, I will submit a Certification Adjustment Form for review.

Student Signature

Date