



Certification Request Form

Please submit AFTER course selection is complete and schedule is set.

1) PERSONAL INFORMATION (PLEASE FILL OUT COMPLETELY)

*SEMESTER: (circle one) Fall Spring Summer *YEAR: 20__ *STUDENT ID _____

*NAME: _____ *SS# _____
Last First MI

*MAILING ADDRESS: _____

*HOME PHONE: _____ *EMAIL ADDRESS: _____

*DEGREE PROGRAM: _____

Example: BA Psychology Minor English (please include **MINOR, DUAL MAJOR AND OR CONCENTRATION**)

*Have you changed your major? Yes No If yes, have you submitted a VA CHANGE FORM? Yes No

*Anticipated Graduation Date: _____

2) BENEFIT INFORMATION (SELECT ALL THAT APPLY)

- ☐ I am a returning UAF student and have previously used the same VA Education Benefit being requested.
- ☐ New to the bill: I have completed a new application for VA Educational Benefits at www.gibill.va.gov
- ☐ Student eligible for veteran educational benefits may also qualify for IN STATE tuition! If you need this adjusted please provide supporting documentation (including but not limited to a DD214, military ID or Certificate of Eligibility).
- ☐ Transferring: I previously applied for VA Educational 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.**

3) BENEFIT TYPE (SELECT ONLY ONE BENEFIT TYPE)

- ☐ Post 9/11 GI Bill -Chapter 33- Veterans, dependents, transferred from sponsor (check all that apply)
 - ☐ I have supplied UAF with a copy of my Certificate of Eligibility or Summary of Benefits from my EBenefits account.
 - ☐ I am Active Duty and have consulted with my Education Officer.
 - ☐ I am using Military Assistance or other sources to waive tuition _____.

Source of Tuition Award

****PLEASE NOTE POST 9/11 IS LAST PAYER, WHICH MEANS ALL OTHER TUITION ONLY AWARDS ARE APPLIED FIRST (NOT INCLUDING FEDERAL STUDENT AID), ANY REMAINING FEES WILL BE PAID BY THE POST 9/11****

- ☐ Montgomery GI Bill (check appropriate block below)
 - ☐ I am a Veteran (Chapter 30)
 - ☐ I am Active Duty and have consulted with my Education Officer* (Ch. 30 Active Duty)
- ☐ Vocational Rehabilitation (Ch. 31)
 - ☐ SSN/VA File Number _____ Voc Rehab Counselors Email: _____
Example: thomas.clark1@va.gov
- ☐ I am an active Reservist (Ch. 1606)
- ☐ I am a Reservist who served active duty (Ch.1607)
- ☐ I am a dependent of a veteran who is deceased or 100% disabled (Ch. 35)
 - ☐ I am a spouse/child of a veteran . . . Sponsor's SSN/VA File Number _____
FILE NUMBER REQUIRED
- ☐ I am participating in the Veteran Retraining Assistance Program (VRAP)

3) ACKNOWLEDGEMENTS (PLEASE INITIAL EACH STATEMENT)

- | | |
|--|---|
| <input type="checkbox"/> I understand | You must complete a Certification Adjustment Form each time you add/drop courses, change your major, declare a minor, or a VA Change Form to change the type of VA benefits your are utilizing. |
| <input type="checkbox"/> I understand | Changing your course selection after initial certification may create a debt with the VA. |
| <input type="checkbox"/> I understand | The VA counts certified courses and dates of attendance when calculating rate of pursuit (i.e. full-time and percentage of full-time). |
| <input type="checkbox"/> I understand | UAF School Certifying Officials will send communication to your UAF email account with regards to VA certifications. |
| <input type="checkbox"/> I understand | UAF does not have access to your VA account information and can only answer questions in regards to course certified by UAF. All other question should be directed to 1-888-442-4551. |
| <input type="checkbox"/> I understand <input type="checkbox"/> I am not using Post 9-11 benefits | If you are utilizing Post 9-11 GI Bill benefits, your tuition and fees will be reported to the VA after the Add/Drop period. This means your account with UAF will show a balance until the VA sends funds. UAF School Certifying Official will notify the Business Office that funding is coming and you will NOT receive late fees nor be dropped from classes for balances owed by the VA. |
| <input type="checkbox"/> I understand <input type="checkbox"/> I am not using Post 9-11 benefits | If you are utilizing Post 9-11 GI Bill benefits, you are responsible for the tuition and fees for all courses that are not applicable to your degree plan. |
| <input type="checkbox"/> I understand <input type="checkbox"/> I am not using Post 9-11 benefits | If you are utilizing Post 9-11 GI Bill benefits, you are responsible to pay all charges not covered by your VA benefits by the payment deadline. |
| <input type="checkbox"/> I understand <input type="checkbox"/> I am not using Post 9-11 benefits | If you are utilizing Post 9-11 GI Bill benefits, failure to pay charges not covered by the VA will result in a hold and late fees being applied to my account and possibly dropped from your classes for non-payment. |
| <input type="checkbox"/> I understand <input type="checkbox"/> I am not using Post 9-11 benefits | If you are utilizing Post 9-11 GI Bill benefits, your rate of pursuit (i.e. full-time and percentage of full-time) will be applied to any BAH payment you are entitled to. Your BAH will be prorated for partial months of attendance. |

SIGNATURE: _____ DATE: _____

FINANCIAL AID OFFICE

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