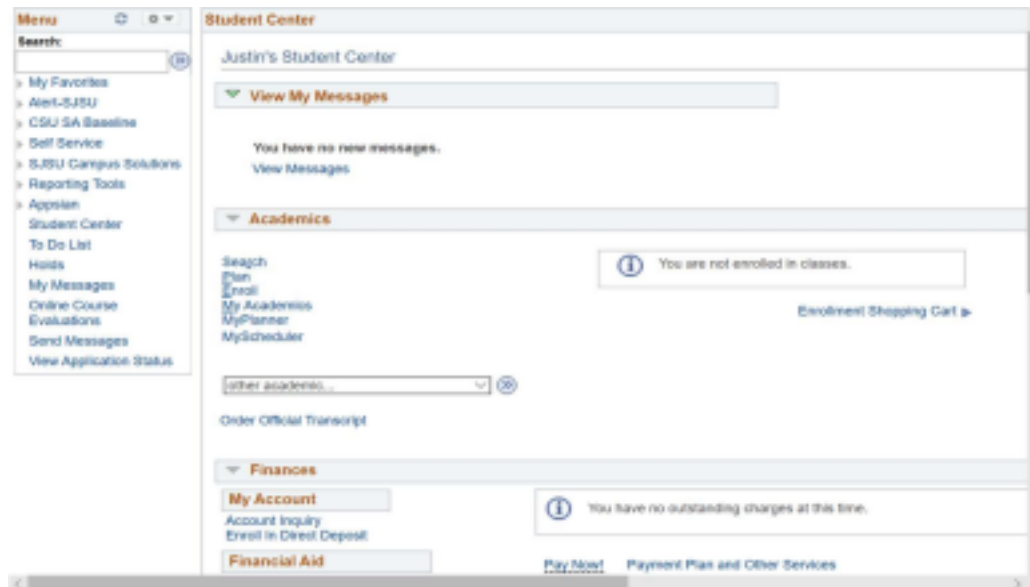
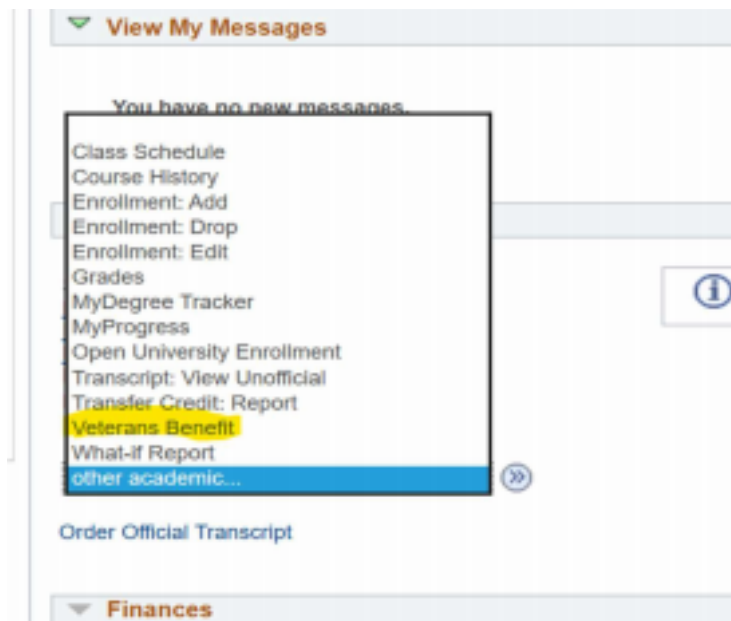


# SJSU Veterans Education Benefits - Certification Request Process

1. Log into your San Jose State University portal, MYSJSU dashboard home page.



2. On your dashboard, under the Academics section, click on the dropdown menu (other academic) and select **Veterans Benefit** and go.



3. Please read the instructions and select **Certification Request** at the bottom of the page.

Ashlee [redacted] go to [redacted]

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VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

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

**Please Note:** Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the certification request. Please contact our office for more information.

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

**If this is your first time certifying at San José State University and you have not already provided copies of the below documents to our office, have these documents ready to attach:**

1. (DD214 Member 4) Certificate of release or discharge from active duty
2. Certificate of eligibility correspondence/letter from the Department of Veterans Affairs
3. If applicable, Request for Change of Program or Place of Training Form ([VA Form 22-1995](#))
4. If applicable, Dependents Request for Change of Program or Place of Training Form ([VA Form 22-5495, DEA Ch. 35](#))

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

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

San José State University Veterans Resource Center Campus Location: Diaz Compean Student Union Room 1500 (First Floor)	<b>Regular Fall/Spring Office Hours:</b> Monday to Thursday: 9:00 AM to 5:00 PM Friday: 10:00 AM to 4:00 PM <b>Summer Hours:</b> Monday to Thursday: 9:00 AM to 5:00 PM Friday: 10:00 AM to 4:00 PM
Mailing Address: One Washington Square Student Union 1500 San Jose, CA 95192	
Office Email: <a href="mailto:veterans@sjsu.edu">veterans@sjsu.edu</a> Phone: <a href="tel:408-924-8129">408-924-8129</a>	<b>Helpful Website Links:</b> <a href="#">San José State University Veterans Resource Center</a> <a href="#">US Department of Veterans Affairs</a>

go to [redacted] [redacted]

Certification Request

4. Select Term and complete the required fields from the dropdown menus.

- a. Branch of Service
- b. VA Education Benefit
- c. Relationship to Veteran
- d. Answer if applicable: "Select all that apply" boxes

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution: San Jose State University

Term: Spring 2021

**Your Veterans Benefits for this Term**

Term	Description	Seg#	Status	Certified

**Benefit Information for: Spring 2021**

\*Veterans Service Branch: Navy

\*VA Education Benefit: Chapter 33 - Post 9/11 G.I. Bill

\*Relationship to Veteran: Self

**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

Initiate Request

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

Attachments

**Enrollment to Certify for: Spring 2021**

The VA requires San Jose State University to verify enrollment based on a degree.

5. Select Initiate Request

6. Click OK

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution: San Jose State University

Term: Spring 2021

**Your Veterans Benefits for this Term**

Term	Description	Seg#	Status	Certified
2212	Spring 2021		Initiated	

**Benefit Information for: Spring 2021**

\*Veterans Service Branch: Navy

\*VA Education Benefit: Chapter 33

\*Relationship to Veteran: Self

**Select all that apply**

☐ I am on Active Duty

☐ I am in the Reserves

☐ I am in the National Guard

254 characters remaining

Initiated

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

Attachments

**Enrollment to Certify for: Spring 2021**

The VA requires San Jose State University to verify enrollment based on a degree.

**Message**

Warning: Certification request not complete. (30620,3)

Warning: You have not completed the certification request process. This action saves your application only.

OK

7. Select **Attachments** on prior screen, now upload any updates or documents we need to verify from the list of supporting documentation required for benefits certification.  
CONTINUING STUDENTS: select Return if you do not need to submit any new documents..

NEW STUDENTS: If this is first time using VA education benefits, you will need to submit your VA Certificate of Eligibility (COE), SJSU Roadmap or Education Plan, and veterans will submit their DD-214.

When you are done with this section select Return to continue to the next page.

3) If applicable, Request for Change of Program or Place of Training Form (VA Form 22-1885)

4) If applicable, Dependents Request for Change of Program or Place of Training Form (VA Form 22-5495, DEA Ch. 35)

**Attachments for Spring 2021**

Attach a file: File Type: DD214 Member 4 Certificate of Release or Disch Add Attachment

**File Attachments** Personalize | Filed | 1 | 1 of 1 | Last

Attached File	Description	View	Created By	Created on
		View		

[Expand to View All Attachments](#)

go to ... Return

8. On the next page, first need to click on **Select Classes to Certify**

**Enrollment to Certify for: Spring 2021**

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

The San José State University Veterans Resource 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 - Spring 2021**

Cert Request	Subject	Crse	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	BUS1	123C	02	Tax Inctr Pass Ext	3.00	Enrolled		10/27/20
<input type="checkbox"/>	BUS1	126	01	Adv Acctg	3.00	Enrolled		10/27/20
<input type="checkbox"/>	BUS2	180	11	Quant Bus Analysis	3.00	Enrolled		10/27/20
<input type="checkbox"/>	BUS3	189	09	Strategic Mgmt	3.00	Enrolled		10/27/20

**Total Term Units: 12.00** Select Classes to Certify

go to ... Welcome Page

**Spring 2021**

When I submit my certification request, stating that my schedule is final, I agree and understand that if schedule changes I must notify the State University Veterans Resource Center immediately.

9. Select your classes you want to be certified for, read the red Disclaimer and check the box, then click **Submit Request**.

## VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

San Jose State University

Spring 2021

The San José State University Veterans Resource Center 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 over payment 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](#).

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

- I have submitted all requested documents to San José State University Veterans Resource 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 San José State University Veterans Resource 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 over payment 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.

### Request Classes for Certification

Class Request	Subject	Class	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	BU51	123C	02	Tax Incr Pass Ent	3.00	Enrolled		10/27/20
<input checked="" type="checkbox"/>	BU51	126	01	Adv Acctg	3.00	Enrolled		10/27/20
<input checked="" type="checkbox"/>	BU52	190	11	Quant Bus Analysis	3.00	Enrolled		10/27/20
<input checked="" type="checkbox"/>	BU53	188	08	Strategic Mgmt	3.00	Enrolled		10/27/20

go to

Submit Request

Return

10. You will receive a pop up message that your request has been submitted. Click OK and you are

submit a new request for enrollment certification every term for my enrollment to be certified to the

my responsibility to notify the San José State University Veterans Resource Center of any changes

to my course schedule within 7

ment of benefits during the term.

nderstand I am financially liable for

derstand and agree to the above

rect.

Message

Your request has been successfully submitted. (30625,13)

OK

Classes for Certification

Subject	Class	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
BU51	123C	02	Tax Incr Pass Ent	3.00	Enrolled		10/27/20

now done!

Now that you have successfully submitted your request to be certified for VA education benefits we will process your request. Please allow up to 2-4 weeks for us to review your request and certify you for VA education benefits. We will contact you if there are any issues. Once you are certified for the semester the VA will send you an email.