

How do I submit my courses to the Veterans Resource Center

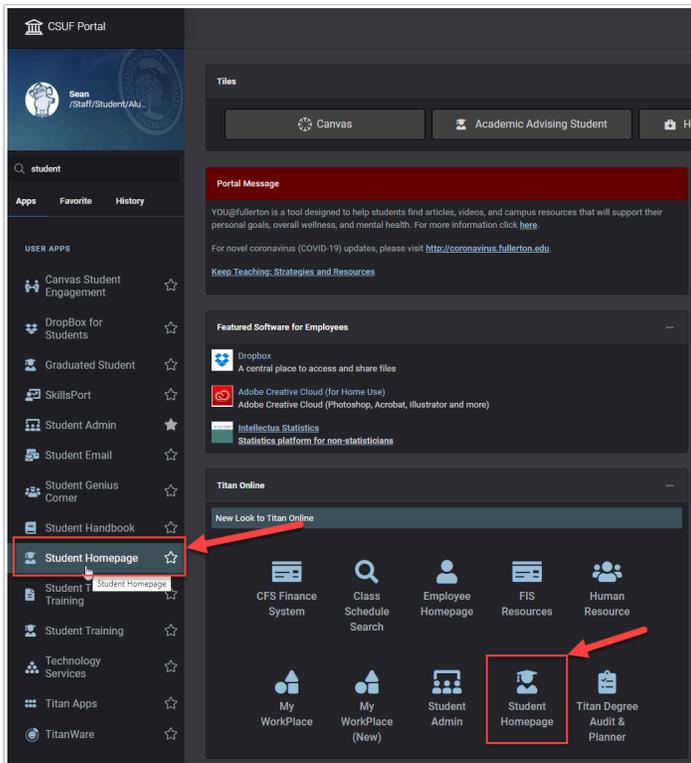
This handout is designed to guide you through the process to verify your courses with the Veterans Resource Center. This process is required to receive any educational benefits from the Department of Veterans Affairs (VA) or Department of Defense. These benefits include, but are not limited to the following: Post-9/11 GI Bill (Chapter 33), Veterans Readiness and Employment (Chapter 31), Montgomery GI Bill: Active Duty (Chapter 30), Montgomery GI Bill: Selected Reserve (Chapter 1606), Dependents Educational Assistance (Chapter 35) and Department of Defense (DoD) TA.

Note: If you are using the College Fee Waiver for Veterans Dependents (Cal Vet Fee Waiver) only, you do not need to submit this request. If you are using the fee waiver along with a VA education benefit, please submit the request using the steps below and list the VA / Chapter benefit as the benefit type (not Cal Vet).

New Certification Request

1. Log into "Student Homepage" on CSUF Portal

You can search for "student" in the apps section on the left side of portal and click "Student Homepage". You can also star / favorite for future use.



2. Click on "Academic Records"

From the "Student Homepage" , please click "Academic Records" button.

After selecting "Academic Records" section, please click the "Veterans Benefit" button on the bottom left.

4. Click "Certification Request"

After reviewing the information on the Veterans Educational Benefits Certification Request page, please click on "Certification Request" button at the bottom of the page.

Your Name CWID go to ...

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 this certification request. If you have questions about whether or not you should complete the request, please contact our office at the contact information below.

Veterans, Service Members, and Dependents who want to use their Department of Veterans Affairs (VA) educational benefits while enrolled at California State University Fullerton (CSUF) must submit an online Educational Benefit Certification Request process for each term of enrollment.

Note: VA Education benefits include the Montgomery GI Bill (Chapter 1606 or Chapter 30), the Post-9/11 GI Bill (Chapter 33), Veterans Readiness and Employment (Chapter 31), and Dependents Educational Assistance (Chapter 35).

If this is your first time certifying for benefits at CSUF and you have not already provided copies of the documents below to our office, have these documents ready to attach to your enrollment request:

- DD-214 (Certificate of release or discharge from active duty)
 - If you cannot obtain a DD-214 and are currently serving, please provide a Notice of Basic Eligibility (DD-2384) or a copy of your current orders.
- VA Certificate of Eligibility (physical letter) or Statement of Benefits (www.va.gov).
- For Chapters 30, 33, 1606 only: Request for Change of Program or Place of Training Form ([VA Form 22-1995](#))
- For Chapter 35 recipients only: Request for Change of Program or Place of Training Form ([VA Form 22-5495](#))

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

Veterans Resource Center
Gordon Hall, Rm 244
800 N. State College Blvd
Fullerton, CA 92831
Office Email: veterans@fullerton.edu
Phone: (657) 278-8660
Fax: (657) 278-2009

Regular Office Hours:
Monday to Friday: 8:00am to 5:00pm

Helpful Website Links:
[CSUF VRC](#)
[CSUF VRC Forms](#)
[US Department of Veterans Affairs](#)

go to ... Certification Request Click Here

5. Select the term you want to certify for VA benefits

Step 1: Please click the "Term" drop-down

go to ...

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution CSU Fullerton

Term ▼

Your Veterans Benefits for this Term

Term	Description	Seq#	Status	Certified	Units

Benefit Information

*Veterans Service Branch: ▼

*VA Education Benefit: ▼

*Relationship to Veteran: Self

Select all that apply

I am on Active Duty

I am in the Reserves

I am in the National Guard

If you have any questions, use the comment box below or call the Veterans Resource Center at (657) 278-8660. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

254 characters remaining

Initiate Request
Attachments

Enrollment to Register

The VA requires CSUF to verify progress toward your degree.

The Veterans Resource Center will monitor your coursework and will use your Titan Degree Audit or Graduate Study Plan to determine the status of courses you wish certify with the VA. If a course is not required for graduation, it will not be certified. If we have any questions about regarding the status of a course, you will be advised to contact our office and/or consult with your Major/Program Advisor.

My Class Schedule

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>								

Total Term Units: 0.00 Select Classes to Certify

Step 2: Click the semester/term you want to certify for VA benefits

go to ...

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution CSU Fullerton

Term Fall 2020

Your Veterans Benefits for this Term

Term	Description	Seq#	Status	Certified	Units

Benefit Information for

*Veterans Service Branch: ▼

*VA Education Benefit: ▼

*Relationship to Veteran: Self

Select all that apply

I am on Active Duty

I am in the Reserves

I am in the National Guard

If you have any questions, use the comment box below or call the Veterans Resource Center at (657) 278-8660. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

254 characters remaining

Initiate Request
Attachments

6. Complete "Benefit Information" for selected term

Please input your information following the steps below:

1. Veterans Service Branch: Select your branch of service.
 - a. For children/spouses of service members or veterans, select their branch of service.
2. VA Education Benefit: Select the VA education benefit you want to use for the selected term."Select Cal Vet Fee Waiver"
 - a. If you are using a Chapter Benefit and the Cal Vet Fee Waiver, please select the chapter benefit instead of the fee waiver for this system.
3. Relationship to Veteran: Select your relationship to the veteran: "Self", "Dependent" (Child / Step-Child), "Spouse"
4. Select all that apply: If you are still serving in the military, please click the type of service. If you are a veteran or a child/spouse, *do not* check any boxes.
5. Questions / Instructions: This optional section can be used to enter any questions or specific instructions that you would like the VRC staff to review regarding this certification request.

The screenshot shows the "VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST" form. At the top right is a "go to ..." dropdown. Below the title are two dropdown menus: "Institution" (CSU Fullerton) and "Term" (Fall 2020). To the right is a table titled "Your Veterans Benefits for this Term" with columns: Term, Description, Seq#, Status, Certified, Units. The table is currently empty. Below this is the "Benefit Information for: Fall 2020" section. It contains three dropdown menus: "*Veterans Service Branch:" (Navy), "*VA Education Benefit:" (Chapter 31 - Veteran Readiness and Empl), and "*Relationship to Veteran:" (Self). Below these are three checkboxes under "Select all that apply": "I am on Active Duty", "I am in the Reserves", and "I am in the National Guard". A yellow callout box with the number 4 points to these checkboxes and contains the text: "Only click these boxes if you are still serving in the military". To the right of the dropdowns is a text box with the instruction: "If you have any questions, use the comment box below or call the Veterans Resource Center at (657) 278-8660. Questions in the comment box will be answered in 1-2 business days." Below this is a "Questions / Instructions" section with a text area containing the instruction: "You may enter any questions or special notes about your certification request here for the VRC staff to review." A red callout box with the number 5 points to this text area. Below the text area is a "143 characters remaining" indicator. At the bottom of the form are two buttons: "Initiate Request" and "Attachments". Below the buttons is the text: "Attach any documentation that supports your certification request (if applicable)." At the very bottom of the form is a blue bar with the text: "Enrollment to Certify for: Fall 2020".

NOTICE: For students using Dependents Educational Assistance (Chapter 35) only, please include your VA File Number on this page.

Your VA file number is typically the veteran's Social Security Number followed by a pay code. This pay code can be found after the last four digits on your Chapter 35 eligibility letter you received from the VA. If you need to find your VA file number, please call 888-442-4551.

go to ...

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution CSU Fullerton
Term Fall 2020

Your Veterans Benefits for this Term					
Term	Description	Seq#	Status	Certified	Units

Benefit Information for: Fall 2020

*Veterans Service Branch: Navy
*VA Education Benefit: Chapter 35 - Dependents' Educational As
*Chapter 35 File Number: 123456789A
*Relationship to Veteran: Dependent

If you have any questions, use the comment box below or call the Veterans Resource Center at (657) 278-8660. Questions in the comment box will be answered in 1-2 business days.

VA File # Required for Chapter 35 recipients

Select all that apply

- I am on Active Duty
- I am in the Reserves
- I am in the National Guard

Questions / Instructions

You may enter any questions or special notes about your certification request here for the VRC staff to review.

143 characters remaining

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

Initiate Request Attachments

Enrollment to Certify for: Fall 2020

7. Initiate Certification Request

Step 1: After selecting biographical information in Step 7, please click "Initiate Request" button.

NOTICE: THIS DOES NOT COMPLETE YOUR REQUEST, you must click "OK" in the pop-up to move on to Step 9 and select courses. If you receive the "Nothing has changed" error and you are not able to proceed to step 9, please email veterans@fullerton.edu and we will manually override this issue so you can proceed to step 9.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

go to ...

Institution: CSU Fullerton
Term: Fall 2020

Your Veterans Benefits for this Term

Term	Description	Seq#	Status	Certified	Units

Benefit Information for: Fall 2020

*Veterans Service Branch: Navy
*VA Education Benefit: Chapter 31 - Veteran Readiness and Empl
*Relationship to Veteran: Self

Select all that apply

I am on Active Duty
 I am in the Reserves
 I am in the National Guard

Click Here

Questions / Instructions
You may enter any questions or special notes about your certification request here for the VRC staff to review.
143 characters remaining

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

Initiate Request

Enrollment to Certify for: Fall 2020

The VA requires CSUF to verify progress toward your degree.

The Veterans Resource Center will monitor your coursework and will use your Titan Degree Audit or Graduate Study Plan to determine the status of courses you wish certify with the VA. If a course is not required for graduation, it will not be certified. If we have any questions about regarding the status of a course, you will be advised to contact our office and/or consult with your Major/Program Advisor.

My Class Schedule - Fall 2020

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	KNES	100	02	Physical Conditioning	1.00	Enrolled		06/16/20
<input type="checkbox"/>	KNES	130A	02	Beginning Badminton	1.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	165A	02	Beginning Soccer	1.00	Enrolled		06/16/20
<input type="checkbox"/>	KNES	205	50	Medical Terminology	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	361	02	Prin of Human Movement	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	371	01	Human Motor Control/Learn	3.00	Enrolled		04/10/20
<input type="checkbox"/>	SPAN	101	04	Fundamental Spanish - A	5.00	Enrolled		04/10/20

Total Term Units: 17.00 Select Classes to Certify

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 CSUF Veterans Resource Center (VRC) immediately.

go to ... Welcome Page

Message

Warning: Certification request not complete. (30520,3)

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

Click Here

OK

~~7a. Need to attach a file or document?~~

~~Step 1: Click "Attachments" from the Veterans Educational Benefits Certification Request Page~~

8. Click "Select Classes to Certify"

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

go to _____

Institution: CSU Fullerton
Term: Fall 2020

Your Veterans Benefits for this Term

Term	Description	Seq#	Status	Certified	Units
2207	Fall 2020		Initiated		

Benefit Information for: Fall 2020

*Veterans Service Branch: Navy
*VA Education Benefit: Chapter 31 - Veteran Readiness and Emg
*Relationship to Veteran: Self

Select all that apply

I am on Active Duty
 I am in the Reserves
 I am in the National Guard

If you have any questions, use the comment box below or call the Veterans Resource Center at (657) 278-8660. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions
You may enter any questions or special notes about your certification request here for the VRC staff to review.
143 characters remaining

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

Enrollment to Certify for: Fall 2020

The VA requires CSUF to verify progress toward your degree.

The Veterans Resource Center will monitor your coursework and will use your Titan Degree Audit or Graduate Study Plan to determine the status of courses you wish certify with the VA. If a course is not required for graduation, it will not be certified. If we have any questions about regarding the status of a course, you will be advised to contact our office and/or consult with your Major/Program Advisor.

My Class Schedule - Fall 2020

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	KNES	100	02	Physical Conditioning	1.00	Enrolled		06/16/20
<input type="checkbox"/>	KNES	130A	02	Beginning Badminton	1.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	165A	02	Beginning Soccer	1.00	Enrolled		06/16/20
<input type="checkbox"/>	KNES	205	50	Medical Terminology	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	361	02	Prin of Human Movement	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	371	01	Human Motor Control/Learn	3.00	Enrolled		04/10/20
<input type="checkbox"/>	SPAN	101	04	Fundamental Spanish - A	5.00	Enrolled		04/10/20

Total Term Units: 17.00

Select Classes to Certify

Click Here

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 CSUF Veterans Resource Center (VRC) immediately.

go to _____ Welcome Page

javascript:submitAction_win0(document.win0,'DERIVED_SSTSNAV_GO');

After initiating your request in Step 8, please click "Select Classes to Certify" at the bottom of the page.

9. Select Classes to Certify

go to

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

CSU Fullerton Fall 2020

The Veterans Resource Center (VRC) at CSUF submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Veterans Readiness and Employment 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 overpayment 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](#).

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 VRC.
- 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 VRC 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.

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

Request Classes for Certification

Cert Request	Subject	Class	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	KNES	100	02	Physical Conditioning	1.00	Enrolled		09/16/20
<input checked="" type="checkbox"/>	KNES	130A	02	Beginning Badminton	1.00	Enrolled		04/10/20
<input checked="" type="checkbox"/>	KNES	165A	02	Beginning Soccer	1.00	Enrolled		06/16/20
<input checked="" type="checkbox"/>	KNES	205	50	Medical Terminology	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	361	02	Prin of Human Movement	3.00	Enrolled		04/10/20
<input type="checkbox"/>	KNES	371	01	Human Motor Control/Learn	3.00	Enrolled		04/10/20
<input type="checkbox"/>	SPAN	101	04	Fundamental Spanish - A	5.00	Enrolled		04/10/20

go to

After clicking the button to advance from Step 9, please follow the steps below:

1. Check the acknowledgment box in the "Read and Acknowledge" Section
2. Click the box on the left next to each class you want certified under your VA education benefits
 - a. Note for wait-list courses: The system will allow you to select wait-listed courses, but we will not be able to certify those courses until you are officially enrolled. Once officially enrolled, please submit an updated certification request through this system.
3. Click "Submit Request" button at the bottom center of the page.

10. Finalize Certification Request



Click "OK" button.

- This completes your certification request. No further action is required unless you make changes to your schedule/courses after this submission.
- Changes to your schedule that need to be reported via another request in the system include: dropping a course, withdrawing from a course, adding a course, or enrolling in a course from the wait-list. Please refer to the "Changes to Previous Certification Request" instructions.

Changes to Previous Certification Request (Changes in courses/schedule)

This section includes instructions for submitting a change to your enrollment (added course, added course from wait-list, dropped course, or withdraw from course).

~~1. Log into "Student Homepage" on CSUF Portal~~

~~You can search for "student" in the apps section on the left side of portal and click "Student Homepage". You can also star / favorite for future use.~~