

ADMINISTRATIVE USE ONLY: Status:

Term:

Date Received:

Initials:

Return signed, completed forms to the UMD Veterans Certification Office:

MAIL: 1113 Mitchell Bldg.
IN PERSON: College Park, MD 20742
FAX: 301-314-9568
EMAIL\*: vabenefits@umd.edu



NOTE:

You must contact the UMD Veterans Certification Office by email at vabenefits@umd.edu if you make changes to your enrollment after the Schedule Adjustment Period. Changes to Enrollment after this point may affect receipt of VA Education Benefits.

UMD VA ENROLLMENT CERTIFICATION REQUEST

(See reverse for instructions/additional information)

This form must be submitted SEPARATELY for each term for which you wish to receive VA Education Benefits.

Fall<sup>1</sup>

Winter<sup>1</sup>

Spring<sup>1</sup>

Summer I<sup>1</sup>

Summer II<sup>1</sup>

20\_\_

Last Name: First Name: UID:

Email: Major<sup>2</sup>: Check here for new major: [ ]

Current Degree Objective: BA/BS Grad Certificate Masters PhD

Check here if you are on Active Duty<sup>3</sup>: [ ]

VA EDUCATION BENEFIT, AS APPLIED FOR ON 22-1990 (APPLICATION FOR VA EDUCATION BENEFITS):

- Montgomery GI Bill - Active Duty - MGIB (Chapter 30)<sup>4</sup>
Vocational Rehabilitation (Chapter 31 - VA Form 28-1905 must be current in order to certify your enrollment)<sup>5</sup>
Post 9/11 GI Bill (Chapter 33) (See box at right)
Attaching VA Certificate of Eligibility (COE)<sup>6</sup>
Check here if you are a Post-9/11 TEB Recipient (dependent)<sup>8</sup>
Survivors' and Dependents' Assistance - DEA (Chapter 35) - Veteran's File Number<sup>9</sup>:
Montgomery GI Bill - Selected Reserve (Chapter 1606)<sup>4</sup>
Reserve Education Assistance Program - REAP (Chapter 1607)<sup>4</sup>

Post-9/11 GI Bill Recipients<sup>7</sup>:
Check if you are using:
ROTC Scholarship
Fed'l Military Tuition Assistance (TA)<sup>7a</sup>
State Military Tuition Assistance (TA)<sup>7a</sup>
State Tuition Waiver -MD Nat'l Guard<sup>7b</sup>
HPSP<sup>7c</sup>
Tuition paid by employer<sup>7d</sup>
Tuition Remission
Scholarship - Tuition & Fees only<sup>7e</sup>
None of the Above

Check here to update your VA contact information with your UMD permanent address
(First update your UMD contact information at http://www.testudo.umd.edu/apps/saddr )

Check here if you are using the University Sponsored Health Insurance Plan

LIST ALL COURSES FOR WHICH YOU ARE CURRENTLY REGISTERED<sup>10</sup>:

Table with columns: Department Prefix (i.e., ENGL), Course Number (i.e., 101), Credits, Online<sup>10</sup>?, Repeated Course<sup>11</sup>?, (ADMINISTRATIVE USE ONLY) NS?, NS Dates. Includes a row for (If so, enter section).

For Administrative Use Only:
TTFT:
Credits: Units:
Grad Status: < 1/4 | 1/4 -1/2 | 1/2 T | 3/4 T | FT
CH. 33 Tier: % Active duty? [ ]
Any Remedials? [ ] Emailed Pre-pymt? [ ]
Dependent? [ ] Awaiting CoE? [ ]
ACTUAL T: \$ F: \$
REPORTED: T: \$ F: \$
TOTAL: T/F: \$
Date: Initials:

I have read the UMD VA Enrollment Certification Request Instructions. I certify that all courses are applicable to my degree program and meet VA requirements. I agree to promptly notify the school and VA of any changes in my credit hours. I understand that completion of this UMD form assures me of enrollment certification with the Department of Veterans Affairs, but does not guarantee payment from the VA. Payment depends on my being enrolled in an approved program, my not owing money to the VA for any overpayments, and my compliance with all other VA regulations. I further understand that any information on this form or in my University record may be shared with the VA at its request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## UMD VA ENROLLMENT CERTIFICATION REQUEST INSTRUCTIONS:

1. Enter the term and year for which you are requesting enrollment certification. Note that the Department of Veterans Affairs (VA) requires certification of enrollment for EACH semester for which you wish to receive benefits. The earliest that your enrollment may be certified is after you officially register for classes. Submit this form to the UMD Veterans Certification Office upon registration for a term.
2. Enter your current, officially declared major.
  - a. You may enter your intended major, provided you comply with the following requirement: The Department of Veterans Affairs requires all students pursuing a bachelor's degree to declare a major by the end of the sophomore year.
  - b. If you are a visiting student (one who is receiving his/her degree from another institution, but taking classes here at the University of Maryland), write the name of your institution in this space, and submit official documentation of your permission to enroll at this institution along with this form. Only courses that are explicitly listed in this documentation may be certified to the VA.
  - c. VA educational benefits cannot be paid to a non-matriculated student unless he/she is pending admission to a UMD degree-seeking program. In such cases, a non-matriculated student can be certified for no more than two semesters. For more information see page 39 of the VA School Official handbook: [http://www.gibill.va.gov/documents/job\\_aids/SCO\\_Handbook\\_v1.pdf](http://www.gibill.va.gov/documents/job_aids/SCO_Handbook_v1.pdf).
3. If you are on Active Duty, submit copies of your military ID and orders showing Active Duty status.
  - a. For information on using the Montgomery GI Bill with military Tuition Assistance (TA), see GI Bill FAQ Answer ID\* 333 or this web page: [https://www.gibill.va.gov/documents/presentations/tatu\\_\(tuition\\_assistance\\_top-up\).pdf](https://www.gibill.va.gov/documents/presentations/tatu_(tuition_assistance_top-up).pdf)
  - b. For information on using the Post-9/11 GI Bill while on Active Duty, see GI Bill FAQ Answer ID\* 938.
4. If you are receiving Chapter 30, 1606, or 1607 Benefits, in addition to submitting this form, you must verify your attendance with the VA at the end of each month of the semester using WAVE: <https://www.gibill.va.gov/wave/index.do>. For more information on this requirement, see GI Bill FAQ Answer ID\* 7.
5. If your VA Form 28-1905 is not current, you must contact your VA Vocational Rehabilitation Counselor to renew it. We cannot certify your enrollment without a valid 28-1905. If approved by the VA, upon certification you can receive your books from the University Book Center in Stamp Student Union if your counselor is located in Washington, DC or the Maryland Book Exchange if your counselor is located in Baltimore.
6. First-time Post-9/11 GI Bill recipients must attach their Certificate of Eligibility (COE). If you have not yet been issued a COE, submit it to the UMD Veterans Certification Office as soon as you receive it. The COE is issued by the VA to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility. For more information about COEs, see GI Bill FAQ Answer ID\* 221.
7. Chapter 33 Recipient Box:
  - a. This is NOT referring to federal Title-IV student aid, such as Unsubsidized and Subsidized Federal Direct Loans, Federal Perkins Loans, Direct Federal Plus Loans, Federal Pell, ACG, SMART, or SEOG Grants, or federal work-study.
  - b. Applications for the MD National Guard State Tuition Waiver can be found at <http://www.educationarmory.com/mystate.htm>. Completed forms should be submitted to the Office of the Bursar located on the first floor of the Lee Building or by fax to 301-314-7067.
  - c. HPSP is the Health Professions Scholarship Program.
  - d. This refers to employer money sent directly to your student account, not tuition reimbursements or other funds sent directly to you from the employer.
  - e. This refers to scholarships designated exclusively to offset tuition and fees. If the scholarship is intended to cover other (non-tuition and fees) costs as well, do not check this box. We may contact you to clarify what costs your scholarship covers.
8. A Post-9/11 GI Bill TEB dependent is someone who has received benefit eligibility from a spouse or parent. For more information, see <http://www.gibill.va.gov/post-911/post-911-gi-bill-summary/transfer-of-benefits.html>
9. Enter your VA file number if you are a first-time Chapter 35 recipient. This number is generally the Social Security Number of the Veteran. If you do not know your VA file number, contact the VA at 1-888-GI BILL-1.
10. List all courses for which you are currently registered. Note that VA Regulations exclude Post-9/11 GI Bill students studying at half-time or less from receiving MHA (Monthly Housing Allowance) payments. Also, MHA is reduced for students enrolled solely in distance (online) courses. For more information on the MHA regulations, see the VA's Comparison of Monetary Benefits Chart: [http://gibill.va.gov/resources/benefits\\_resources/comparison\\_of\\_monetary\\_benefits.html](http://gibill.va.gov/resources/benefits_resources/comparison_of_monetary_benefits.html).
11. Only courses that did not meet the minimum requirements for graduation when taken the first time may be certified for VA purposes if they are repeated. For more information, see FAQ Answer ID\* 409

### UMD VA ENROLLMENT CERTIFICATION ADDITIONAL INFORMATION:

\* The GI Bill FAQ web page is where the "Answer IDs" referred to above are located: [https://www.gibill2.va.gov/cgi-bin/vba.cfg/php/enduser/std\\_alp.php](https://www.gibill2.va.gov/cgi-bin/vba.cfg/php/enduser/std_alp.php). You may set up a personal account to email the VA by clicking on the "My Stuff" tab on this web page.

Students interested in studying abroad must submit a UMD Education Abroad Eligibility Review form before submitting this VA Enrollment Certification Request form, which is available at the UMD Veterans Certification Office. All Education Abroad programs must first be pre-approved by the VA before benefits may be paid. For more information, see GI Bill FAQ Answer ID's\* 19 & 963.

Students using benefits for the first time at UMD who have used benefits at another institution previously must submit VA form 22-1995 or 22-5495, Request for Change of Program or Place of Training, to the VA. For more information on this requirement and a link to this form, see GI Bill FAQ Answer ID\* 917.